

Virtual Assistant Certificate

Virtual Assistant Requirements:

BA 111 Intro to Accounting	3	_____	_____
BA 205 Solv Comm Prob w/tech	4	_____	_____
CAS 111D Beg. Web: Drmweaver	3	_____	_____
CAS 246 Integrated Computer Proj.	4	_____	_____
OS 250 Creating a Virtual Office	4	_____	_____
OS 251 Virtual Office Concepts	4	_____	_____
OS 280F CE: Admin. Assist	4	_____	_____
OS 280G CE: Admin. Assist- Sem	1	_____	_____

Total Credit Hours = 27

One-Year Certificate Requirements

1. 27 Total Credit Hours
2. At least 6 credits earned at TBCC or PCC
3. Final 6 credits must apply to certificate

Additional Information

TBCC will offer the coursework for this degree, but students wishing to complete this program in a 1-year period will need to take courses from PCC.