

ADMINISTRATIVE ASSISTANT, VIRTUAL SUPPORT - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3203

This program prepares students for careers involving virtual work in office environments. The program curriculum prepares students for business office work requiring remote workers, remote administrative assistance, or global support in contemporary business environments.

Program Student Learning Outcomes

- Apply digital resources to conduct remote administrative support work.

Program Requirements

Code Number	Course Title	Units
REQUIRED COURSES		
BCOM 15	Business Communications	