

**BUSINESS**

**GUIDED PATHWAY: BUSINESS OFFICE SYSTEMS AND SUPPORT – VIRTUAL ASSISTANT SKILLS ACHIEVEMENT AWARD**

For more information, visit [www.dcccd.edu/BOSS](http://www.dcccd.edu/BOSS) and your academic advisor at El Centro College.

This is an example course sequence for students interested in pursuing the **Virtual Assistant Skills Achievement Award**. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a Virtual Assistant Skills Achievement Award <sup>ii</sup>. Courses from this certificate may apply to the related AAS degree. For official certificate requirements, [click here](#).

The BOSS Virtual Assistant (VA) Skills Achievement Award will prepare students to become a virtual business owner utilizing business and technical support specialists. The award will address topics of managing a virtual business. A VBA is an entrepreneur/business providing administrative, creative, managerial, technical, business office, and/or personal support services in a virtual affiliation as well as building relationships/partnerships in the global industry. The VBAs use the most advanced means of communication, and the newest, most efficient and time-saving office products and work delivery methods, regardless of geographic boundaries. They typically work from their own homes, often on an on-going, contractual basis. Hence, the virtual assistant award will prepare students to become virtual business owners because of the independent nature of the services provided and the need:

- To establish a plan to efficiently and effectively provide assistance to those who may need their services, and
- To establish a personal business plan for handling the marketing, organizing, operating, and financing of their virtual business.

Students can obtain the VA skills achievement award as an "entry-career ladder" and can be encouraged to pursue other certificates and awards in the BOSS program or other programs in related fields. Courses in this award will assist students in preparing and obtaining certification in a Master Virtual Assistant (MVA) or Professional Virtual Assistant (PVA) from a credentialed virtual assistance association. Courses that complete the Award (VA) are noted below.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites, as long as the student completes the TSI waiver form prior to enrollment.



ONLY Offered at ECC

**SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS <sup>iii</sup>**

*ALL PLANS CAN BE MODIFIED TO FIT THE NEEDS OF PART-TIME STUDENTS*

VA	SEMESTER 1	ACTION ITEMS
♦	<b>BUSG 2309</b> – Small Business/Entrepreneurship	<input type="checkbox"/> Meet with your advisor to confirm academic and career goals before the end of the semester. <input type="checkbox"/> Meet with a career advisor or coach to research your career options and opportunities for job shadowing. <input type="checkbox"/> Meet with your advisor to <ul style="list-style-type: none"> <li>○ Request an official program of study audit, confirm or update your academic and career path and program of study</li> <li>○ Apply for the <b>Virtual Assistant Skills Achievement Award</b></li> <li>○ Sign up for commencement.</li> </ul> <input type="checkbox"/> Join the <a href="#">Alumni Network!</a>
♦	<b>POFT 2312</b> – Business Correspondence and Communication	
♦	<b>POFT 2331</b> – Administrative Project Solutions <sup>iv</sup>	
♦	<b>MRKG 2312</b> – e-Commerce Marketing	

**TOTAL SEMESTER CREDIT HOURS: 12**

**CERTIFICATE TOTAL MINIMUM: 12 SEMESTER CREDIT HOURS | PATHWAY TOTAL: 12 SEMESTER CREDIT HOURS**

<sup>i</sup> Degree plans may change in later catalogs. You may use this pathway if you entered one of the seven colleges on or before this date.

<sup>ii</sup> Students must earn at least 25% of the credit hours (3 hours) required for graduation through instruction by one of the seven DCCCD colleges awarding the certificate.

<sup>iii</sup> This is not an official degree plan. For official certificate requirements, [click here](#).

<sup>iv</sup> POFT 2331 is the Capstone experience for the certificate

THIS PATHWAY WAS LAST UPDATED ON JULY 24, 2019