

Career opportunities...

Being a virtual assistant provides the flexibility and creativity of being your own boss, providing administrative, creative, technical and personal support while working in long-term collaborative relationships with multiple clients.

Communication with prospective clients is primarily via e-mail, Internet, fax and phone. Many VAs continue working in their regular employment while building their practices.



You will learn these items as result of successful completion of this certificate program:

- Have a thorough understanding of the Virtual Assistant business.
- Complete a business plan and marketing plan that establishes mission, goals, and objectives.
- Demonstrate competency in writing business goals and determining a sustainable competitive advantage.
- Be prepared for the job market by becoming aware of the many facets of operating a small business.
- Demonstrate personal, professional, and ethical growth by integrating the core business components that have been learned during your college experience into a real business plan presentation.
- Using a website to market your business is a good “selling” point!
- Owning and operating your own business is hard work but very rewarding in the long run!



**GROSSMONT
COLLEGE**

Business Office Technology (BOT)

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EL CAJON, CA 92020

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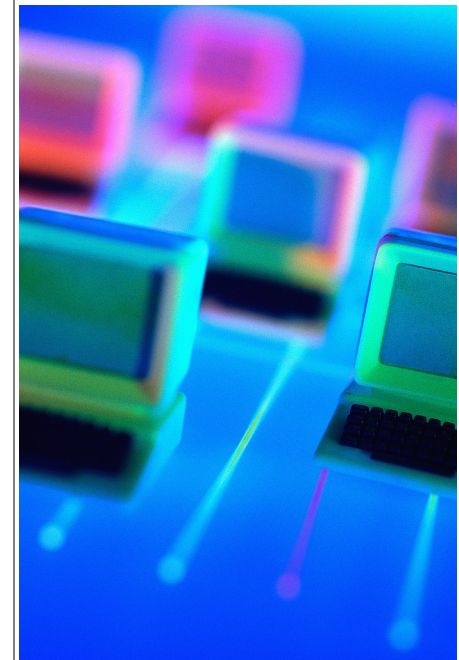
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Virtual Assistant

**Certificate of
Proficiency
offered by the
Grossmont
College BOT
Department**



Business Office Technology
(BOT)

(619) 644-7816

Virtual Assistant

Services a VA provides:

- Administrative support
- Creative & technical support
- Bookkeeping
- Word processing
- Desktop publishing
- Graphic design
- Web site development and maintenance
- Make and return phone calls
- Schedule business and personal appointments and interviews
- Maintain files for vendors and clients
- Make marketing calls and do other promotional work
- Travel arrangements
- Meeting planning & organization
- Event planning
- And many more professional careers

Benefits of working as a VA:

- Work independently from your own home
- Be your own boss
- Choose your own hours
- Take charge of your work
- Set your own pay
- Tax benefits of operating a home-based business
- Choose your own equipment

All classes must be completed with a "C" grade or higher. All #BOT skill courses available in the flex lab.

SUBJECT	TITLE	UNITS
*#BOT 100	— Basic Keyboarding	1
OR		
#BOT 103A	— Skill Building Level I	.5
#BOT 103B	— Skill Building Level II	.5
#BOT 115	— Essential Excel	1
*BOT 120	— Comp. Word Level I	1
*BOT 121	— Comp. Word Level II	1
#BOT 150	— Publisher	1
*BOT 111	— Creating a Virtual Office	2
BUS 146	— Marketing	3
BUS 141	— Entrepreneurship: Managing a New Business	3
Total:		13

* Offered online

All BOT skill courses available in the flex lab



Virtual Office Assistant Certificate of Proficiency

This Certificate of Proficiency prepares students to plan, design, create, market, and run a virtual (home based) office business. More specifically, the certificate prepares a student to act as an entrepreneur specializing in administrative services provided to clients in a virtual environment. It covers everything from obtaining a business license to creating a business plan, including developing a web site for your business, planning for emergencies, and establishing a balance between your business and your personal life.

Recommended Preparation:

- BOT 100, or BOT 103A/103B
- BOT 107

BOT 111 structure:

- On-line lectures.
- On-line tutorials and related online articles and research
- Individual assistance
- Projects
- Hands-on exams
- Papers and homework

