ADMINISTRATIVE ASSISTANT, VIRTUAL SUPPORT - ASSOCIATE IN SCIENCE

Plan Code: 2203

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.

Some potential jobs that this program may prepare students for include Online Administrative Assistant, Online Assistant, Remote Administrative Assistant, Remote Assistant, Remote Office Manager, Virtual Administrative Assistant, Virtual Assistant, Virtual Executive Assistant, Virtual Office Assistant, Virtual Secretary.

Potential risks associated with this certificate are occupations that are inherently competitive and low-salaried.

Program Student Learning Outcomes

- Demonstrate the ability to attain the Institutional Student Learning Outcomes (ISLOs).
- Apply digital resources to conduct remote administrative support work.

Program Requirements

This degree requires the completion of General Education coursework plus the following:

Code Number	Course Title	Units
REQUIRED COURSES		
BCOM 15	Business Communications	3
BCOM 20	Business Writing	3
BCOM 25	Digital and Social Media	3
BCOM 260	Channels of Business Communication	1
BCOM 262	Soft Skills for the Workplace	1
BCOM 263	Customer Service	3
BCOM 264	Business Telecommuting Fundamentals	3
COSA 30	Introduction to Computers	3
COSA 210	Intro to Project Management for IT	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3
Required Subtotal		**29**
Complete one of the following: [1]		
LBCC General Education (Plan A) (https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-a/)		
CSU GE Breadth (Plan B) (https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-b/)		
IGETC Pattern (Plan C) (https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-c/)		

Electives (as needed to reach 60 degree-applicable units) [2]		
Minimum Degree Total		**60**

[1] Units for the major may be double-counted for LBCC GE, CSU GE, or IGETC; see counselor for limitations.

[2] Elective units from course(s) numbered 1-599, if needed, to reach 60 degree-applicable units.

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	3
BCOM 20	Business Writing	3
BCOM 25	Digital and Social Media	3
BCOM 260	Channels of Business Communication	1
BCOM 262	Soft Skills for the Workplace	1
BCOM 263	Customer Service	3
BCOM 264	Business Telecommuting Fundamentals	3
COSA 30	Introduction to Computers	3
COSA 210	Intro to Project Management for IT	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3
Total Units		**29**