ACADEMIC AFFAIRS

Course Number: VIRT-101   Department: Information Technologies

Course Title: Introduction to Virtual   Semester: Spring   Year: 2009
                   Assistant

Objectives/Competencies

Course Objective	Competencies
1. To define the term Virtual Assistant.	1. Prepare a research paper on the virtual assistant industry. 2. List the benefits virtual assistant provide to clients.
2. To discuss the advantages of certification for the Virtual Assistant.	1. List certification requirements for the International Virtual Assistant Association, VACertification.com, and Accredited Secretaries Online. 2. Identify the benefits of Microsoft Office Specialist certification.
3. To learn how to operate a virtual assistant business	1. Plan a budget for a virtual assistant business 2. Identify successful marketing strategies for the virtual assistant 3. Know how to determine rates for the virtual business 4. Identify software and business equipment essentials 5. Learn how to set up the office 6. Establish a web presence