



VIRTUAL ADMINISTRATIVE ASSISTANT PROGRAM

Virtual Assistants are entrepreneurs who work virtually through the Internet, email, phone, fax, ftp and mail. Virtual assistants perform all the necessary duties of an administrative assistant including but not limited to typing documents, mailing invoices, organizing meetings, planning events, promoting products over the internet, make travel arrangements, etc. Virtual assistants work out their own offices or homes but are connected to their client's office via the Internet.

Virtual Assistant training allows students to:

- > Perform basic administrative skills, tasks and processes
- > Manage basic bookkeeping and data entry tasks
- > Maintain schedules and calendars; and,
- > Manage workflow to meet critical deadlines

REQUIREMENTS FOR COMPLETION

- > Complete all courses with 80% score or better
- > Pass Microsoft Office Specialist exams for Excel & Word*
- > Complete program **within one year** of start date

PREREQUISITES:

Keyboard skills of 30 wpm and demonstrated ability to use the Internet.

Virtual Assistant Recommended Track

Required Courses

(all courses have a technology component):

Administrative Assistant Fundamentals
Windows XP
MOS Word Part 1
MOS Excel Part 1

MOS Access Part 1
Introducing the Virtual Assistant
Grammar Refresher
Introduction to QuickBooks

ADMINISTRATIVE FUNDAMENTALS

(Prerequisite: demonstrated 30 wpm typing speed) This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.

Catalog ID# 2061
Register Anytime

Class # 27731
\$199

Persunaru
6-wk - Online

Windows XP
Wed. Aug. 12, 19, 26, Sept. 2 & 9
6:00 PM - 9:00 PM

Catalog ID#1756
Class # 22764 (\$175)
Room A333

Word, Part One
Sat. Aug. 1, 8, 15, 22, 29 & Sept. 5
9:00 AM - 12:00 PM

Catalog ID#1941
Class # 22762 (\$270)
Room A333

Excel, Part One
Thurs. Oct. 15, 22, 29, Nov. 5, 12 & 19
6:00 PM - 9:00 PM

Catalog ID#1796
Class # 26911 (\$270)
Room A333

INTRODUCING THE VIRTUAL ASSISTANT

(Prerequisite: Administrative Fundamentals; demonstrated 30 wpm typing speed; demonstrated Word competency). The class covers all the business nuts and bolts including business and financial planning, pricing your services, billing, and setting up your business. Plus, it offers information on creating your web site, daily operational procedures and most importantly, how and where to find clients.

Catalog ID# 2062
Register Anytime

Class # 27732
\$199

K. Johnson
6-wk-Online

Access, Part One
Tues. Sept. 8, 15, 22, 29, Oct. 6 & 13
6:00 PM - 9:00 PM

Catalog ID#1060
Class # 22766 (\$270)
Room A333

Introduction to QuickBooks
Sat. Nov. 14, 21, Dec. 5 & 12
9:00 AM - 12:00 PM No Class 11/28

Catalog ID#1945
Class # 22761 (\$175)
Room A333

GRAMMAR REFRESHER

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you're a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules.

14 hrs

Catalog ID# 0866 Class #
Mon & Wed. Sept. 14 - Oct. 5.
6:00 PM - 8:00 PM

J. Lurcotte
Room A306

Catalog ID# 0866
Register Anytime

Class # 27730
\$119

K. Johnson
6-wk-Online

Schedule your free keyboarding assessment by calling 773/481-8899. If you have prior knowledge of any of the courses, you can test out of each class for a fee of \$35 per test. All classes are also available online.