

NAME _____

SEMESTER/YEAR BEGAN BTEC-VOA _____

HAWAI'I COMMUNITY COLLEGE, 2021-2022
Business Technology
Certificate of Competence
Virtual Office Assistant (VOA)

Program Requirements 23 credits overall; "C" or better in **all** required courses;
 Cumulative GPA 2.0

CREDITS

| Course | Course Name | Semester, Year & Grade | CO |
|-------------------------------------|--|------------------------------|--------------|
| First Semester | | | |
| * BUSN 121 OR BUSN 123 | Introduction to Word Processing Word Processing for Business | | 3 (3) |
| * BUSN 150 | Introduction to Business Computing | | 3 |
| * BUSN 158 | Social Media & Cloud Collaboration | | 3 |
| * BUSN 164 | Career Success | | 3 |
| Semester Total | | | 12 |
| Second Semester | | | |
| ACC 124 OR ACC 201 | Principles of Accounting I Introduction to Financial Accounting | | 3 (3) |
| * ACC 155 | Spreadsheets in Accounting | | 3 |
| * BUSN 159 | Creating & Managing the Virtual Office | | 3 |
| * BUSN 193V | Cooperative Education | | 2 |
| Semester Total | | | 11 |
| Total Credits: | | | 23 |

Special Instructions

***No grade below "C" will be counted toward graduation.**

Big Island high school students may be eligible to receive free credit by articulation if they have taken the associated course(s) in high school. Please check with your high school teacher or counselor or Hawai'i CC counselor or Business Technology advisor.