

NAME _____

SEMESTER/YEAR BEGAN BTEC-VOA _____

HAWAI'I COMMUNITY COLLEGE, 2025-2026**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 123	Word Processing for Business		3
* BUSN 150 OR ICS 101	Introduction to Business Computing Digital Tools for the Information World		3 (3)
* BUSN 158	Social Media & Cloud Collaboration		3
* BUSN 164	Career Success		3
Semester Total			12
Second Semester			
* BUSN 159	Creating & Managing the Virtual Office		3
BUSN 193V	Cooperative Education		2
ACC 124 OR ACC 201	Principles of Accounting I Introduction to Financial Accounting		3 (3)
ACC 155	Spreadsheets in Accounting		3
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.