



This Course Outline is subject to change without notice.

Prerequisites: None

Catalog Description: This course focuses on building a strong foundation for developing a career as a Virtual Assistant and preparing the student for successfully passing a Virtual Assistant Certification Exam.

Group for Whom the Class is intended: This course is intended for students pursuing a career as a Virtual Assistant, Administrative Assistant, or Administration.

Required Texts: BizEBee Virtual Assistants Academy Online Network.

Student Learning Outcomes: By the end of the course, students will be able to . . .

1. Understand the foundational tasks for Virtual Assistants.
2. Understand how to build a career as a Virtual Assistant.
3. Understand and demonstrate skills in required computer programs.
4. Ability to develop and manage business plans for clients.
5. Properly manage time, schedulers, and calendars.
6. Foundational understanding of project management, marketing, and accessing client service needs.
7. Ability to take and pass Virtual Assistant Certification Exam.

Course Objectives: Throughout the course, students will practice . . .

1. Creating Business Plans
2. Managing a Calendar and submitting assignments as scheduled.
3. Foundational tools for Marketing
4. Written and Verbal Communication skills
5. Conducting Business Analysis
6. Using multiple computer programs

Grading Policies:

Grading Scale:

- 100-90= A
- 89-80= B
- 79-70= C
- 69-60= D

- 59-0= F

Course Policies:

Academic Misconduct Policy: Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. Based on their professional judgment, instructors have the authority to impose the following academic sanctions: (a) require the student to repeat the assignment for full or partial credit; (b) assign a zero, an F, or any other grade appropriate for the assignment or examination; (c) remove the student from BizEBee Academy; any student removed for Academic Misconduct will not receive a refund of course costs.

Classroom Misconduct Policy: The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct unprofessional of a virtual assistant. Expulsion from BizEBee Academy may occur for repeated classroom misconduct and any expelled student will not receive a refund of course costs.

Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, failure to cooperate in maintaining classroom decorum, etc.), failure to communicate with instructors or inability to reach or make contact with student.

Make-up Work/ Un-submitted Work: Only students that receive prior approval from instructors will be allowed to makeup work. Prior approval is only granted in cases with emergent or unexpected life events. Any student that fails to complete the course in the allotted agreed time for the course will be required to retake the course to receive certificate of completion or assistance with certification exam application.

Disability Services/Accommodations: BizEBee Virtual Assistants Academy is committed to offering disability services and accommodations to students. To receive an accommodation the request must be submitted in writing and approved before the date the course begins. For more information or details, contact bizebeeacademy@mybizebee.com.

Confidentiality of Student Records: The education records of current and former students at BizEBee Virtual Assistants Academy are maintained as confidential records pursuant to The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended.

Class Schedule of Assignments:

Module 1: Introduction to Online Network, Syllabus, and Virtual Assistants Overview
Module 2: Calendar Management Overview and Assignment
Module 3: Template Creation, Email Management, Written and Verbal Communication Etiquette
Module 4: MS Office Overview and Assignment
Module 5: Accessing Client Needs and Business Plan Creation

Module 6: Introduction to Online Network, Syllabus, and Virtual Assistants Overview
Module 7: Client Assessment and Business Plan Assignment
Module 8: Database Basics and Optimization
Module 9: Database Coding Assignment
Module 10: Foundational Marketing- newsletters, email, social media, and print
Module 11: Marketing Assignment

Certification Exam: Once each student has successfully completed the course the student will be provided with up to 3 organizations to submit a certification exam application. Any fee associated with the certification exam is not included in the course and the student is liable for certification exam fees or expenses.

Career Help: Once each student has successfully obtained certification as a Virtual Assistant; BizEBee Virtual Assistants Academy will assist the student with completing up to 3 job applications and assist student with application to become a member of the International Virtual Assistants Association. Membership fees to IVAA are not included in the course fees and student is liable for membership fees.