

NAME _____

SEMESTER/YEAR BEGAN BTEC-VOA _____

HAWAI‘I COMMUNITY COLLEGE, 2024-2025
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	Introduction to Word Processing		3
* BUSN 123	Word Processing for Business		(3)
* BUSN 150 OR	Introduction to Business Computing		3
ICS 101	Digital Tools for the Information World		(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	Principles of Accounting I		3
ACC 201	Introduction to Financial Accounting		(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.