

OAT 210—Virtual Assistant Procedures

Contact Instructor

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Description

This course is designed for students who want to run their own virtual assistant businesses. The course is instructor-led, 16 weeks long, and fully online, which allows participants to have an opportunity to experience what it might be like to work in an online environment. The purpose of this course is to help students assess their overall knowledge of running their own Virtual Assistant business.

Prerequisites

Must be a grade of C or better in BUS 101 or concurrent enrollment in BUS 101 and ENT 101 and OAT 132 (must be a grade of C or better) and OAT 110.

Objectives

After successful completion of this course, learners will be able to

- Have a thorough understanding of setting up a virtual assistant business.
- Understand the importance of creating and maintaining a business plan.
- Design and set up a home office.
- Demonstrate professional work ethics.
- Demonstrate the ability to perform the services they provide.

Length

The course is instructor-led, 16 weeks, and fully-online.

Requirements

- Complete assigned readings.
- Answer discussion board questions posted by the instructor.
- Actively participate in constructive and meaningful discussions with classmates concerning the course materials.
- Complete individual projects; create first drafts of parts of the business plan, marketing plan, and Web site home page; create a code of ethics; and identify a business structure, business insurance needed, and a budget for startup costs.

Delivery

The course is divided into content modules that will be released weekly. All modules include readings, presentations, assignments, and feedback. Communication Tools include the Discussion Board, Email, and News Events.

Discussion Boards: I'll read your posts and make comments when appropriate. Your discussion threads are your "class time." Ask questions of me and of your fellow classmates. We learn from one another; share your insights! Please be honest, respectful, and professional—and have fun!

Textbooks:

The required textbooks are *Virtual Assistant The Series: Become a Highly Successful, Sought After VA*. Third Edition. Ennen & Poelker. Another 8 Hours Publishing, 2004. ISBN: 0974279056 and *The Virtual Assistant's Guide to Marketing: The VA Approach to Marketing Your Services*. Second Edition. Jamison. Word Association Publishers, 2004. ISBN:9781595712318.

Workload

Participants should plan to spend at least 10 hours a week working on the course. However, the time commitment will vary depending on the student's input, needs, and personal study habits.

Participants are required to log in to the course a minimum of 3 times a week. Though, as discussions develop, students may elect to log on more frequently.

Grading

Student's performance is evaluated based on the following:

- 46% - Projects
- 27% - Discussion Board Participation
- 27% - Case Projects

Rubrics for all assignments and discussions are available under Content—Syllabi, Schedule, and Rubrics.