



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** Virtual Assistant Fundamentals  
**Course Number:** AOT140

### Required Materials

**Textbook(s):** Virtual Assistant (P), 4<sup>th</sup> Edition, Author ENNEN, ISBN 9780972479084  
**Required Readings:** None  
**Additional Materials:** None

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	"Start Here" assignments: <ul style="list-style-type: none"> <li>• Introduce Yourself discussion post</li> <li>• Upload Practice</li> <li>• Understanding the Concepts Lab</li> <li>• Understanding the Concepts Discussion</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Do You Have What It Takes? Lab</li> <li>• Owning Your Own Business Lab</li> <li>• Do You Have What It Takes? Discussion</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>• Getting Started Lab</li> <li>• Getting Started Discussion</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>• Business Planning 101 Lab</li> <li>• Marketing Strategies Discussion</li> </ul>
Week 5	<ul style="list-style-type: none"> <li>• Subcontractors Lab</li> <li>• Software Use lab</li> <li>• Web Presence Lab</li> <li>• Web Presence Discussion</li> </ul>
Week 6	<ul style="list-style-type: none"> <li>• Defining Your Niche Lab</li> <li>• Examining Specialty Services Lab</li> <li>• Specialty Services Discussion</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>• Operating Your Business Lab</li> <li>• Interruption Strategies Discussion</li> </ul>
Week 8	<ul style="list-style-type: none"> <li>• Support Group Lab</li> <li>• Final Thoughts Discussion</li> </ul>

