

OFFICE ADMINISTRATION DEPARTMENT

~~**Virtual Assistant Certificate (VA)**~~

~~Quick Facts 2024-2025~~

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| Admission Requirements: | <ul style="list-style-type: none"> ◁ B.C. Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes. ◁ English 11 with minimum 50% or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test. |
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| Course Number and Name | Hours | PLA Available *** |
|---|-------|-------------------|
| OADM 110 Business Communications | 96 | |
| OADM 128 Word Processing I | 75 | Yes |
| OADM 129 Word Processing II | 75 | |
| OADM 130 Business Math & Calculators | 60 | Yes |
| OADM 132 Organizational Software | 15 | |
| OADM 136 Office Procedures | 60 | |
| OADM 143 Accounting I | 90 | Yes |
| OADM 155 Accounting Software II | 75 | |
| OADM 167 Computer Essentials & the Internet | 24 | Yes |
| OADM 169A Spreadsheets I | 30 | Yes |
| OADM 169B Spreadsheets II | 30 | |
| OADM 171 Desktop Publishing | 30 | |
| OADM 174 Keyboarding | 30 | Yes |
| OADM 185 Professional Skills for VA | 60 | |
| OADM 186 Online Collaboration Tools | 90 | |
| OADM 189 Business Planning and Management | 90 | |
| OADM 190 Online Marketing | 63 | |
| OADM 191 VA Simulation | 105 | |

** Transfer credits may be accepted from or by other institutions or departments. Please contact the department chair for full details or visit the BC Transfer Guide at www.bctransferguide.ca/program/abt.cfm.

*** Prior Learning Assessment (PLA) Credit for previous learning. PLA may involve an evaluation exam, interview and/or portfolio assessment. **NOTE:** In order to receive the Okanagan College Administrative Assistant Certificate, a minimum of 50 percent of course credits (not including PLA credits) must be completed at Okanagan College.

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| Further Information | <p>Web: www.okanagan.bc.ca/OADM</p> <p>Office Administration Department Chair: Brenda Ridgeley-KetcMA, BBA Email: bridgeley@okanagan.bc.c Phone: 1-877-755-2266 ext. 4391</p> <p>Instructor: Carmen Burt, MA Email: cburt@okanagan.bc.ca</p> |
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