

**OFFICE ADMINISTRATION DEPARTMENT**

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

~~Quick Facts 2024-2025~~

<b>Admission Requirements:</b>	<ul style="list-style-type: none"> <li>◁ 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.</li> <li>◁ English 11 with minimum 50% or alternatives; or a minimum score of 70% on an Okanagan College Office Administration English entrance test.</li> </ul>
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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](http://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.

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