The Virtual Assistant program (VA) is a 1098-hour, 37-week program designed for students who are interested in becoming virtual administration professionals, working remotely for clients who are anywhere in the world. This program will teach you skills to be an effective administrative assistant while building your own virtual assistant business. Students will develop a business and marketing plan for their business, efficiently produce documents using Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, and Outlook), understand basic accounting functions and how to keep their business profitable, demonstrate an understanding for all aspects of office operations, develop online collaboration skills using software and various tools, and discover effective online communications for meetings, tasks, etc.

The delivery of this program will be synchronously online working with instructors and other students at specific times with live lectures and discussion. Classes are Monday to Friday from 8 am to 3 pm.

Graduates from the VA program can receive course equivalency credits for Business Administration BUAD 111, BUAD 128 and CMNS 112.

Attendance Options	**September to June** full-time day classes - Online synchronously from 8 am to 3 pm (Pacific Time) - September 6, 2022 – June 20, 2023 - Monday – Friday, six hours per day (30 hours per week)
Cost $6,900* **Costs are estimated and subject to change.*	**Tuition** $4,012* **Texts** approximately $682 if purchased new – used texts may be available - Dental/Extended Health $251.40 (may be waived) *onsite only - Student activity, **printing**, parking, and other ancillary fees $800* onsite only - Eligible for sponsorship through government agencies - The program qualifies for government student assistance **NOTE**: Students will be required to pay for printing for all courses
Employment Opportunities:	- Administrative Assistant - Account Payable/Receivable Clerk - Accounting Clerk - Receptionist - Real Estate Assistant - Financial Services Clerk - Payroll Clerk - Government Clerk
Success Expectations:	- After five years' work experience, *VA* graduates can expect to earn between $50,000 and $60,000 per year, plus benefits. - There is a high demand for *Virtual Assistants* in the Okanagan and across Canada.
VAA Courses can lead to further education in:	- Legal Administrative Assistant Corporate/Conveyancing - Okanagan College - Legal Administrative Assistant Litigation – Okanagan College - Medical Administrative Program – Okanagan College - Payroll Management Certification www.payroll.ca - Professional Bookkeeping Certificate www.cibcb.com - International Association of Administrative Professionals (IAAP) certification www.iaap-hq.org/ - Business Administration Diploma and Degrees - Okanagan College - Business Administration Office Management Certificate – Okanagan College

Admission Requirements:	• 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.

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	Yes
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	Yes
OADM 171	Desktop Publishing	30	Yes
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.

Further Information	**Web: www.okanagan.bc.ca/OADM** **Office Administration Department Chair**: Brenda Ridgeley-Ketchell, MA, BBA Email: bridgeley@okanagan.bc.ca Phone: 1-877-755-2266 ext. 4391