



OFFICE ADMINISTRATION DEPARTMENT  
**VIRTUAL ASSISTANT CERTIFICATE PROGRAM**  
INFORMATION SEPTEMBER 2025– AUGUST 2026

## **A. APPLY TO BECOME A STUDENT AT OKANAGAN COLLEGE**

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If you have not yet done so, please apply to become a student at Okanagan College by going to <http://www.okanagan.bc.ca/BecomeaStudent/ApplyNow.html> **There is a \$30 application fee.**

## **B. HOW TO REGISTER FOR COURSES**

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1. **See attached for required courses listed in the order they should be taken and tuition and book costs.**
2. **The academic year runs from September 2025 to August 2026 and is broken down into three semesters: Fall, Winter, and Summer.** Course start dates are the first Monday of every month except for August.
  - a. You can begin your program **any time between September 2, 2025 and July 6, 2026.** Keep in mind that longer courses will not be offered in the summer.
  - b. Each course will have a specified number of hours/weeks to follow and a course specific schedule for assignment/quiz due dates. For example, if you are in a 12-week course and you begin on October 6, 2025, you are to be finished the course on December 29, 2025. **You can work ahead but not behind** the course-specific schedule.
  - c. The academic year is split into three semesters:
    - i. Fall Semester 2025 – September, October, November, and December 2025
    - ii. Winter Semester 2026 – January, February, and March 2026
    - iii. Summer Semester 2026 – April, May, June, and July 2026
  - d. There is a limit of 5 courses per semester you can register for. If you want to do more, you will need permission from the Department Chair at [oadm@okanagan.bc.ca](mailto:oadm@okanagan.bc.ca).
  - e. To help you with registration in courses, there are a few things to consider. No course will be full or waitlisted. You will get into any course you want to take so you don't have to worry about not getting in. You can use the planning document contained on our website to map out your course schedule. Remember that as soon as you register for a course or courses, you will pay for those courses right away so budget accordingly. Only register for courses you are going to take in that semester.
  - f. When you are nearing completion of those courses, register for others you wish to take. **You can register two weeks prior to the course start date and one week after the start date.**
3. **Go to MyOkanagan, log in, and register for courses:**
  - a. Enter **MyOkanagan with the login information you received after you were admitted.**
  - b. Under the **My Program** section, click on **Registration.**
  - c. Click on **Register (Add/Drop) Classes**
  - d. You will see on the left-hand side the courses in your program. Those with a green checkmark you have done. Click on one of the others with the red circle and then the course options will show up on the right. Click the **Add** button.
4. **Pay for tuition and fees**
  - a. As soon as you register for courses, fees must be received by OC **within (5) five business days.** Please note that online banking payments can take up to 5 business days for us to receive.
  - b. You may wish to register for classes as you progress to break up your program costs.



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**5. Log in and Get Started**

- a. Log in to MyOkanagan and click on the Moodle link in the top right-hand corner. You will see your course link(s) on the Moodle page. If you register for this course before the start date, you can certainly start the course if the Moodle classroom has content. You will notice that even though you are registered in section D14, your Moodle will show D12 as all students use one shell for the semester regardless of when they start.
- b. If you are having trouble finding the content, click on the Dashboard link and then click on either “In Progress” or “Past.”

**C. IMPORTANT NOTES – PLEASE READ CAREFULLY**

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1. You may pay for tuition and fees at any Okanagan College campus by cheque, debit or cash. You can also set up your payment via online banking (set up Okanagan College as a payee and your student ID # as the account number). **Please note that credit cards are not accepted.**
2. The withdrawal deadline is within the first week of each course start date, and you must log in to each course within three days of the start date or risk losing your seat. Tuition is **not** refunded after the withdrawal deadline.
3. The computer software courses require Office 365 – you will get a free education version on MyOkanagan. **Macs and Chromebooks are not recommended nor supported. It is highly recommended that you purchase a dual monitor so that you have two monitors to work with as most of the books are digital books.**
4. *Prices are subject to change without notice.*
5. Textbooks are the responsibility of the student to purchase. Please purchase your Distance Education textbooks from the Kelowna Campus Store by visiting their online store at [www.okanagan.bc.ca/campusstores](http://www.okanagan.bc.ca/campusstores). If you are ordering textbooks that are not digital, please try and order 14 days before the class start date to ensure you have them in a timely manner.
6. Students are responsible for securing their own practicum placements. A tutor is provided.



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COURSE CODE AND NAME/PREREQUISITES		LENGTH	Fees	BOOKS
OADM 167	<b>Computer Essentials &amp; Internet</b>	5 weeks (24 hrs)	105.48	Included
OADM 174	<b>Keyboarding</b>	12 weeks (30 hrs)	131.85	89.79
OADM 185	<b>Professional Skills for VA</b>	12 weeks (60 hrs)	263.70	Included
OADM 128	<b>Word Processing I</b> (Prerequisite: OADM 167)	15 weeks (75 hrs)	329.63	169.00*
OADM 110	<b>Business Communications</b> (Prerequisite: OADM 128)	19 weeks (96 hrs)	414.14	143.29
OADM 129	<b>Word Processing II</b> (Prerequisite: OADM 128)	15 weeks (75 hrs)	329.63	*
OADM 136	<b>Office Procedures</b> (Prerequisite: OADM 110 and 128)	12 weeks (60 hrs)	263.80	Included
OADM 132	<b>Organizational Software</b> (Prerequisite: OADM 167)	3 weeks (15 hrs)	65.93	Included
OADM 186	<b>Online Collaboration Tools</b> (Prerequisite: OADM 167, 128, and 169A)	18 weeks (90 hrs)	395.55	Included
OADM 130	<b>Business Math &amp; Calculators</b>	12 weeks (60 hrs)	263.70	52.99
OADM 143	<b>Accounting I</b>	18 weeks (90 hrs)	395.55	141.29
OADM 169A	<b>Spreadsheets I</b> (Prerequisite: OADM 130 and 167)	6 weeks (30 hrs)	131.85	*
OADM 169B	<b>Spreadsheets II</b> (Prerequisite: OADM 169A)	6 weeks (30 hrs)	131.85	*
OADM 155	<b>Accounting Software II</b> (Prerequisite: OADM 143)	15 weeks (75 hrs)	329.63	150.00
OADM 171	<b>Desktop Publishing</b> (Prerequisites: OADM 110, 128, 129, 167)	6 weeks (30 hrs)	131.85	Included
OADM 190	<b>Online Marketing</b> (Prerequisite: OADM 128 and 171)	13 weeks (63 hrs)	276.89	Included
OADM 189	<b>Business Planning and Management</b> (Prerequisite: OADM 128, 169A, 143, and 171)	18 weeks (90 hrs)	395.55	Included
OADM 191	<b>VA Simulation</b> (Prerequisites: All courses in the VA certificate)	21 weeks 105 hrs)	461.48	84.79
All			\$4,817.93	831.15
<b>TOTAL DUE</b>				<b>\$ 5,649.08</b>

**\* All 4 courses are included in one e-book.**  
*"Prices for fees and textbooks may vary"*