



**5. OADM 186 Online Collaboration Tools**

**Proposal Rationale**

This course is part of the new Virtual Assistant Program in the Office Administration Department.

**6. OADM 189 Business Planning and Management**

**Proposal Rationale**

This course is part of the new Virtual Assistant Program in the Office Administration Department.

**7. OADM 190 Online Marketing**

**Proposal Rationale**

This course is part of the new Virtual Assistant Program in the Office Administration Department.

For general public, OC will develop a Recognition of Prior Learning (RPL) framework that will assess the competencies related to IT and the topics of the micro-credential offering. Depending on the outcome of the RPL, general public participants may be granted the ability to challenge the first two modules within the micro-credential and moves straight to the third module that assesses and results in transfer credit into the ICT diploma.

Students enrolled in the IT User Support credential will be assessed on content-related projects, assignments, quizzes, participation and attendance. All student assessment activities will be developed to accurately measure competency aligned with the learning outcomes of each module. Similar to other OC programs, a minimum grade of 60% in all modules will equate to the successful completion of the micro-credential. Upon successful completion of the IT User Support Certificate, students will be granted transfer credit into the Infrastructure and Computing Technology Diploma (ICT 111 – Computer Components and Peripherals and ICT 117 Network Telecommunications I).

Student assessment activities will be developed in collaboration with the ICT department to ensure students have reached the desired competency levels that equate to the courses listed above.

**(Refer to Kualiti for complete proposal rationale).**

## **Business**

### **New program:**

#### **2. Virtual Assistant Certificate**

**Continuous intake classes may be available. Check at the campus you wish to attend.**

**Winter 2022**

**January 1**

New Year's Day

**January 10 (was 4)**

Classes start – all campuses

**January 21 (was 14)**

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July 29	Last day to withdraw from a course without academic penalty
August 1	Last day to change registration status from credit to audit
August 24	BC Day (no classes)
August 25, 26	Classes end
	Final exam period