



LEGAL ADMIN ASSISTANT CERTIFICATE PROGRAM

A. APPLY TO BECOME A STUDENT AT OKANAGAN COLLEGE

There is a \$30 application fee.

B. HOW TO REGISTER FOR COURSES

1. See attached for required courses and costs. Prices may vary. This program is on a set schedule and is only offered every September.
2. Go to MyOkanagan, log in, and register for courses.
MyOkanagan with the login information you received after you were admitted.
Self-service Registration
Register for Classes
3. Pay for tuition and fees.
4. Log in and Get Started

C. IMPORTANT NOTES - PLEASE READ CAREFULLY

Please note that credit cards are not accepted.

not

recommended nor supported

Macs are not



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COURSES REQUIRED FOR BOTH CERTIFICATES		COURSE LENGTH	FEES**	BOOKS**	SCHEDULE
	Legal Office Procedures				
	Introduction to the Canadian Legal System				
LITIGATION CERTIFICATE					
	Litigation Procedures I				