



OFFICE ADMINISTRATION DEPARTMENT  
**LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAMS**  
 ONLINE COURSES REGISTRATION INSTRUCTIONS SEPTEMBER 2023 – JUNE 2024

## 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 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.
  - a. Enter MyOkanagan with the login information you received after you were admitted.
  - b. Go to the Self-service Tab and click on Registration.
  - c. Click on Register for Classes
  - d. Select the term (DO NOT select Continuing Studies term)
  - e. Search the course you are looking for.
  - f. Click on the course you want to register for (please note only available sections will be open for you to click "add") and they will be added to your Summary.
  - g. Once you have added all your courses, click "Submit"
3. Pay for tuition and fees.
  - a. When you register for classes, fees must be received by OC within five business days.
4. 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 link3.24.4 8sel (3.-4.1 ur)4.n7 (23.-4h )TJM(s)5.9 (u w)9 (u w)9d (i)5.1 L E A R E

### 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. 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. Courses are scheduled for 10 hours per week so a 60-hour course should take you 6 weeks to complete.
4. The computer software courses require Office 365 O teO y M2.2 (tJJ-bf8O2.2(cekake)7 7.(6gl)3e)7 n-2.1 ( )1 (65 - Td( )Tj35.8u)-e



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COURSES REQUIRED FOR BOTH CERTIFICATES		COURSE LENGTH	FEES**	BOOKS**	SCHEDULE
LAA 116	Legal Office Procedures	6 weeks (60 hrs)	337.79	176.08*	Sep 4, 2023 – Oct 16, 2023
LAA 145	Introduction to the Canadian Legal System	6 weeks (60 hrs)	337.79	129.49*	Sep 4, 2023 – Oct 16, 2023
<b>LITIGATION CERTIFICATE</b>					
LAA 100	Litigation Procedures I (Prerequisites: LAA 116 & 145)	10 weeks (96 hrs)	522.43	90.79	Oct 16, 2023 – Dec 22, 2023
LAA 101	Litigation Procedures II (Prerequisite: LAA 100, 116, 145)	10 weeks (96 hrs)	522.43		Jan 1, 2024 – Mar 10, 2024
LAA 112	Family Litigation Procedures (Prerequisite: LAA 100, 116, 145)	9 weeks (90 hrs)	491.66	54.99	Mar 11, 2024 – May 13, 2024
LAA 120	Personal Injury (Prerequisite: LAA 100, 116, 145)	6 weeks (60 hrs)	337.79	Included	May 6, 2024 – Jun 16, 2024
LSEC 130	Law Office Practicum* (Prerequisites: all other courses in the LAA certificate)	2 weeks (60 hrs)	337.79	No books	Jun 17 - June 28, 2024
<b>Total Litigation</b>			<b>\$2,887.68</b>	<b>\$275.27</b>	<b>\$3,162.97</b>
<b>CORPORATE/CONVEYANCING CERTIFICATE</b>					
LAA 140	Conveyancing Procedures I (Prerequisites: LAA 116 & 145)	9 weeks			