



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.

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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 | | | | |