



## LEGAL ADMIN ASSISTANT CERTIFICATE PROGRAM

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

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**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.  
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				