



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
LAA 116	Legal Office Procedures	6 weeks (60 hrs)	252.56	176.08*	Sep 2 – Oct 14, 2024
LAA 145	Introduction to the Canadian Legal System	6 weeks (60 hrs)	252.56	129.49*	Sep 2 – Oct 14, 2024
LITIGATION CERTIFICATE					
LAA 100	Litigation Procedures I (Prerequisites: LAA 116 & 145)	10 weeks (96 hrs)	455.25	90.79	Oct 14 – Dec 20, 2024