



OFFICE ADMINISTRATION DEPARTMENT  
**OFFICE ASSISTANT CERTIFICATE PROGRAM**  
ONLINE COURSE REGISTRATION INFORMATION SEPTEMBER 2023– AUGUST 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 listed in the order they should be taken and tuition and book costs.
2. The academic year runs from September 2023 to August 2024 and is broken down into three semesters: Fall, Winter, and Summer. Course start dates are the first Monday of every month except for December and August.
  - a. You can begin your program **any time between September 5, 2023 and July 1, 2024.**
  - b. Each course will have a specified number of hours/weeks to follow and a course specific schedule for assignment/quiz due dates. For example, if you are in a 10-week course and you begin on October 2, 2023, you are to be finished the course on December 11, 2023. **You can work ahead but not behind** the course-specific schedule.
  - c. The academic year is split into three semesters:
    - i. Fall Semester 2023 – September, October, and November 2023
    - ii. Winter Semester 2024 – January, February, and March 2024
    - iii. Summer Semester 2024 – April, May, June, and July 2024
  - d. There is a limit of 5 courses per semester you can register in. If you want to do more, you will need permission from the Department Chair at [oadm@okanagan.bc.ca](mailto:oadm@okanagan.bc.ca).
  - e. To help you with registration of courses, there are a few things to consider. No course will be full or waitlisted. You will get into any course you want to take so you don't have to worry about not getting in. You can use the planning document contained on our website to map out your course schedule. Remember that as soon as you register for a course or courses, you will pay for those courses right away so budget accordingly. Only register for courses you are going to take in that semester.
  - f. When you are nearing completion of those courses, register for others you wish to take. You can register two weeks prior to the course start date and one week after the start date.
3. **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. You will see on the left-hand side the courses in your program. Those with a green checkmark you have done. Click on one of the others with the red circle and then the course options will show up on the right. Just click **Add.**
4. **Pay for tuition and fees**
  - a. As soon as you register for courses, fees must be received by OC **within (5) five business days.** Please note that online banking payments can take up to 5 business days for us to receive.
  - b. You may wish to register for classes as you progress to break up your program costs.



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### 5. 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 link(s) on the Moodle page. If you register for this course before the start date, you can certainly start the course if the Moodle classroom has content. You will notice that even though you are registered in section D14, your Moodle will show D12 as all students use one shell for the semester regardless of when they start.
- b. If you are having trouble finding the content, click on the Dashboard link and then click on either “In Progress” or “Past.”

### C. IMPORTANT NOTES – PLEASE READ 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. The computer software courses require Office 365 – you will get a free education version on MyOkanagan. **Macs and Chromebooks are not recommended nor supported. It is highly recommended that you purchase a dual monitor so that you have two monitors to work with as most of the books are digital books.**
4. *Prices are subject to change without notice.*
5. Textbooks are the responsibility of the student to purchase. Please purchase your Distance Education textbooks from the Kelowna Campus Store or online at [www.okanagan.bc.ca/campusstores](http://www.okanagan.bc.ca/campusstores). Ensure you order your textbooks at least 14 business days before you commence your courses.
6. Students are responsible for securing their own practicum placements. A tutor is provided.

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COURSE CODE AND NAME/PREREQUISITES		LENGTH	FEEES	BOOKS
OADM 174	<b>Keyboarding</b>	6 weeks (30 hrs)	156.63	59.99
OADM 167	<b>Computer Essentials &amp; Internet</b>	5 weeks (24 hrs)	131.32	Included
OADM 128	<b>Word Processing I</b> (Prerequisite: OADM 167)	15 weeks (75 hrs)	346.51	159.00*
OADM 110	<b>Business Communications</b>	19 weeks (96 hrs)	435.12	118.29
OADM 180	<b>Self-Management Skills</b>	6 weeks (30 hrs)	156.63	Included
OADM 130	<b>Business Math &amp; Calculators</b>	12 weeks (60 hrs)	283.22	Included
OADM 136	<b>Office Procedures</b>	10 weeks (60 hrs)	283.22	Included
OADM 132	<b>Organizational Software</b>	3 weeks (15 hrs)	93.34	Included
OADM 135	<b>Records Management</b>	6 weeks (30 hrs)	156.63	Included
OADM 165	<b>Presentation Graphics</b> (Prerequisite: OADM 167)	6 weeks (30 hrs)	156.63	*
OADM 169A	<b>Spreadsheets I</b> (Prerequisite: OADM 130)	6 weeks (30 hrs)	156.63	*
OADM 181	<b>Job Search Techniques</b>	6 weeks (30 hrs)	156.63	Included
<b>Required (Pitman Office Handbook)</b>				88.29
<b>TOTAL DUE</b>			<b>2,512.52</b>	<b>\$425.57</b>

**\*All 3 courses are included in one e-book.**  
***"Prices for fees and textbooks may vary"***