Congratulations! You are admitted to the program – now what?

1. **HOW TO REGISTER FOR COURSES**

(a) Click here for how to register for courses:
https://www.okanagan.bc.ca/Programs/Areas_of_Study/Business/Business_Programs/Office_Administration_Certification/Online_Office_Administration.html

(b) Once you are registered, here’s how to start...

1. Log in to MyOkanagan and click on the Moodle link in the top right-hand corner. Moodle will have your course classrooms for each course. Click on the link and within the Moodle shell, you will see instructions to click on a live link to get to the content of the course. Click on the link and be sure to enter the enrolment key below. Once you do this, you should see the content of the course.
2. Once you click on the live link and enter the enrolment key, you should now be able to see the content of your course as below:

OADM-110-ONLINE-BR-Communications

Welcome to OADM 110 Communications

Course Description
This 90-hour course is scheduled over 18 weeks. This course includes recognizing and identifying parts of speech, applying grammar and punctuation rules, understanding and using business vocabulary and summarizing written material.

A solid foundation in English grammar is essential for successful written and oral communication. The student who expects to find, hold, and advance in a job, regardless of the position, must be able to communicate effectively.

Prerequisites
None

Textbook and Resources
- Canadian Business English, Guffey
- Pitman Office Handbook

Learning Outcomes
Upon successful completion of this course the student will be able to:

- Identify parts of speech and understand how they function in sentences.
- Write complete sentences avoiding fragments, comma splices, and run-ons.
- Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, and prepositions

3. If you need help with Moodle, there are lots of tutorials to guide you. I would highly recommend you go through the Moodle Student Guide to help you identify key learning tools in Moodle. You will be using this system for every course in the program.