A. APPLY TO BECOME A STUDENT AT OKANAGAN COLLEGE

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

1. See attached for required courses and costs.

2. The academic year runs from September 2019 to June 2020 and is broken down into three semesters: Fall, Winter, and Summer. Course start dates are the first Monday of the following months: September, October, November, January, February, March, and April.
   a. You can begin your program any time between September 9, 2019 and April 6, 2020.
   b. Each course will still 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 7, 2019, you are to be finished the course on December 15, 2019. You can work ahead but not behind the course-specific schedule.
   c. The academic year is split into three semesters:
      i. Fall Semester 2019 – September to December 2019 *last date to start November 6
      ii. Winter Semester 2020 – January to March 2020 *last date to start March 2
      iii. Summer Semester 2020 – April to June 2020 *last date to start is April 6
   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.
   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.

3. Build a Schedule
   a. View ClassFinder in your myOkanagan account
   b. Select the Term (Fall) you are registering for, Distance Education as your Campus and OADM – Office Administration as your Subject
   c. Search course options. This page will provide you with all options available. The courses listed on the sheets below are in the order in which they should be taken.
   d. When determining which course you would like to take, click the CRN Code that matches the course title (5 number digit in the third column to the right). This will take you to another page which will help you build your schedule. Write down each CRN Code.

4. Go to MyOkanagan, log in, and register for courses
   a. Enter Student Number & Birthdate (MMDDYY)
   b. Go to the Student Tab
   c. Go to Registration
   d. Go to Add or Drop Classes – select the term you are registering for (you will need to register for Fall 2019, Winter 2020, Summer 2020 semesters separately).
OFFICE ADMINISTRATION DEPARTMENT
OFFICE ASSISTANT CERTIFICATE PROGRAM
ONLINE COURSES REGISTRATION FORM
AUGUST 2015 – JUNE 2016

e. Choose Office Administration and not Continuing Studies.
f. Add **CRN Code** numbers (in the horizontal line of boxes at the bottom of the page).
g. Click **Submit**.

5. **Pay for tuition and fees**
   a. If you register for classes prior to the fee payment deadline for the term, your fees are not due until this date. Fee payment deadline for Fall 2019 is **August 13, 2019**. Fee payment deadline for Winter 2020 is **December 17, 2019**.
   b. If you register for classes after the fee payment deadline for the term, 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.
   c. You may wish to register for classes as you progress to break up your program costs.

6. **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 on the Moodle page. Click it and then you will be asked to click on the live link to access course content. You will have to enter an enrolment key that is at the bottom of the screen. Once you activate that live link, Moodle starts your clock and will send you a reminder close to the end of your course date so don’t enter the course weeks ahead of time otherwise your time will be shortened.
   b. If you are still having trouble finding it the live content, click on the Dashboard link and then click on either “In Progress” or “Past.”

C. **IMPORTANT NOTES – PLEASE READ CAREFULLY**

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 Microsoft Office 2019 or Office 365 may work. **Macs are not recommended nor supported.**

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.
# OFFICE ASSISTANT CERTIFICATE PROGRAM

## ONLINE COURSES REGISTRATION INSTRUCTIONS AUGUST 2019 – JUNE 2020

<table>
<thead>
<tr>
<th>COURSE CODE AND NAME/PREREQUISITES</th>
<th>LENGTH</th>
<th>FEES**</th>
<th>BOOKS**</th>
</tr>
</thead>
<tbody>
<tr>
<td>OADM 174  Keyboarding</td>
<td>6 weeks (30 hrs)</td>
<td>145.96</td>
<td>In Course</td>
</tr>
<tr>
<td>OADM 167  Computer Essentials &amp; Internet</td>
<td>6 weeks (30 hrs)</td>
<td>145.96</td>
<td>68.49</td>
</tr>
<tr>
<td>OADM 110  Communications I</td>
<td>18 weeks (90 hrs)</td>
<td>380.12</td>
<td>119.29</td>
</tr>
<tr>
<td>OADM 128  Word Processing I</td>
<td>15 weeks (75 hrs)</td>
<td>321.58</td>
<td>85.95</td>
</tr>
<tr>
<td>OADM 180  Self-Management Skills</td>
<td>6 weeks (30 hrs)</td>
<td>145.96</td>
<td>139.49</td>
</tr>
<tr>
<td>OADM 130  Business Math &amp; Calculators</td>
<td>12 weeks (60 hrs)</td>
<td>263.04</td>
<td>90.79</td>
</tr>
<tr>
<td>OADM 136  Office Procedures</td>
<td>12 weeks (60 hrs)</td>
<td>263.04</td>
<td>36.00</td>
</tr>
<tr>
<td>OADM 132  Organizational Software</td>
<td>3 weeks (15 hrs)</td>
<td>87.42</td>
<td>49.95</td>
</tr>
<tr>
<td>OADM 135  Records Management</td>
<td>6 weeks (30 hrs)</td>
<td>145.96</td>
<td>37.79</td>
</tr>
<tr>
<td>OADM 181  Job Search Techniques</td>
<td>6 weeks (30 hrs)</td>
<td>145.96</td>
<td>In Course</td>
</tr>
<tr>
<td>OADM 165  Presentation Graphics (Prerequisite: OADM 167)</td>
<td>6 weeks (30 hrs)</td>
<td>145.96</td>
<td>107.99</td>
</tr>
<tr>
<td>OADM 169A Spreadsheets I (Prerequisite: OADM 130)</td>
<td>6 weeks (30 hrs)</td>
<td>145.96</td>
<td>107.99</td>
</tr>
<tr>
<td>Required (Pitman Office Handbook)</td>
<td></td>
<td>120.29</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DUE</strong></td>
<td></td>
<td>$2,336.92</td>
<td>$964.02</td>
</tr>
</tbody>
</table>

* Prices may vary