

ONLINE COURSE REGISTRATION INFORMATION SEPTEMBER 2026 - AUGUST 2027

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 listed in the order they should be taken and tuition and book costs. If you are funded by an agency, you will have 1 year to complete. If you are self-funded, you will have up to 3 years. Please contact oadm@okanagan.bc.ca for more information before you register for courses.
2. **The program runs year-round with an open registration entry point.**
 - a. 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 12-week course and you begin on June 1, 2026, your course is finished on August 24, 2026. **You can work ahead but not behind** the course-specific schedule.
 - b. 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 starting on the dates you requested.
3. **To register for courses, see “How To” [video](#).**
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.
5. **Log in and Get Started**
 - a. Log in to MyOkanagan and click on the Brightspace link in the top right-hand corner. You will see your course link(s) on the Brightspace page.

6. 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 deadlines are within the first week of each course start date.** Tuition is **not** refunded after the withdrawal deadline.

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3. The computer software courses require Office 365 – you will get a free educational version on MyOkanagan. **Macs and Chromebooks are not recommended nor supported. If you can, 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.**
4. *Prices are subject to change without notice.*
5. Textbooks are the responsibility of the student to purchase. Please purchase your textbooks from the Kelowna Campus Store online at <https://campusstores.okanagan.bc.ca/>. If the textbooks you are ordering are not digital copies, ensure you order your textbooks at least 14 business days before your course start dates to ensure you receive them in a timely manner.
6. **Students are responsible for securing their own practicum placements.** A tutor is provided.

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COURSE CODE AND NAME/ PREREQUISITES		COURSE LENGTH	FEES	BOOKS
OADM 145	Essential Office Skills	12 weeks (60 hrs)	268.97	Included
OADM 143	Accounting I	18 weeks (90 hrs)	403.46	163.49
OADM 130	Business Math & Calculators	12 weeks (60 hrs)	268.97	55.29
OADM 137	Math Toolbox and Applications (Prerequisite: OADM 130)	6 weeks (30 hrs)	134.49	
OADM 169A	Spreadsheets I (Prerequisite: OADM 130 & 145)	6 weeks (30 hrs)	134.49	89.00
OADM 169B	Spreadsheets II (Prerequisite: OADM 169A)	6 weeks (30 hrs)	134.49	
OADM 173	Client Communications (Prerequisite: OADM 145)	12 weeks (60 hrs)	268.97	Included
OADM 144	Accounting II (Prerequisite: OADM 143)	18 weeks (90 hrs)	403.46	163.49
OADM 149	Canadian Payroll Practices (Prerequisite: OADM 143)	12 weeks (60 hrs)	268.97	Included
OADM 146	Accounting III (Prerequisite: OADM 144)	12 weeks (60 hrs)	268.97	163.49
OADM 155	Accounting Software II (Prerequisite: OADM 143)	15 weeks (75 hrs)	336.22	145.79
OADM 181	Job Search Techniques (Prerequisite: OADM 145)	6 weeks (30 hrs)	134.49	Included
OADM 152	Accounting Software I (Prerequisite: OADM 143)	15 weeks (75 hrs)	336.22	116.99
OADM 157	Tax Preparation for Bookkeepers (Prerequisite: OADM 143)	18 weeks (90 hrs)	403.46	Included
OADM 158	Cloud Accounting and Integration (Prerequisite: OADM 152 & 155)	19 weeks (93 hrs)	416.91	Included
OADM 156	Accounting Simulation (Prerequisites: All other courses in the BAT certificate except OADM 183)	9 weeks (45 hrs)	201.73	Included
OADM 183	Practicum – Accounting (Prerequisites: All other courses in the BAT certificate)	4 weeks (120 hrs)	537.95	NA
TOTAL DUE			\$4,922.22	\$897.54

Prices may vary for fees and textbooks