

Office Administration

Accounting/Bookkeeping Certificate (20 weeks) – Kelowna

Fall 2023

September 5	Orientation
September 6	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 22	Last day of classes before winter break

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 8	Classes resume
February 26	Classes end

Administrative Assistant Certificate (37 weeks) – Kelowna, Salmon Arm, Vernon, Penticton

Fall 2023

September 5	Orientation
September 6	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 22	Last day of classes before winter break

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.



Winter 2024

January 8	Classes resume
February 19	Statutory Holiday (no classes)
March 25 - 28	Mid-Semester Break (no classes)
March 29 & April 1	Statutory Holiday (no classes)
May 20	Statutory Holiday (no classes)
June 17	Classes end

Office Assistant Certificate (17 weeks) – Kelowna, Salmon Arm, Vernon, Penticton

Fall 2023

September 5	Orientation
September 6	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 22	Last day of classes before winter break

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 8	Classes resume
January 19	Classes end

Office Assistant Certificate (17 weeks) – Kelowna

Winter 2024

February 12	Orientation
February 13	Classes begin
February 19	Statutory Holiday (no classes)
March 25 – 28	Mid-Semester Break (no classes)
March 29 & April 1	Statutory Holiday (no classes)
May 20	Statutory Holiday (no classes)
June 24	Classes end

Legal Administrative Assistant Certificate (Litigation - 18 weeks) – Kelowna

Fall 2023

September 5	Orientation
September 6	Classes begin
September 29 or October 2*	Statutory Holiday (no classes)
October 9	Statutory Holiday (no classes)
November 13	Statutory Holiday (no classes)
December 22	Last day of classes before winter break

*At this time, it is not known if the Sep 30 *National Day of Truth and Reconciliation* will be observed as a BC provincial/statutory holiday in 2023. Additionally, it has not been confirmed if/how Sep 30 will be observed when the day falls on a weekend. The schedule will include Sep 30 as tentative.

Winter 2024

January 8	Classes resume
Jan 10 – 12	Break
January 26	Classes end

Legal Administrative Assistant Certificate (Corporate/Conveyancing 19 weeks) – Kelowna only

Winter 2024

February 1	Classes Begin
February 19	Statutory Holiday (no classes)
March 29 & April 1	Statutory Holiday (no classes)
May 20	Statutory Holiday (no classes)
June 19	Classes end