

Office Administration

Bookkeeping/Accounting Technician Certificate (37 weeks) – Kelowna

Fall 2024

| | |
|--------------|---|
| September 3 | Orientation |
| September 4 | Classes begin |
| September 30 | Statutory Holiday (no classes) |
| October 14 | Statutory Holiday (no classes) |
| November 11 | Statutory Holiday (no classes) |
| December 24 | Last day of classes before winter break |

Winter 2025

| | |
|---------------|---------------------------------|
| January 6 | Classes resume |
| February 17 | Statutory Holiday (no classes) |
| March 24 – 28 | Mid-Semester Break (no classes) |
| April 18 & 21 | Statutory Holiday (no classes) |
| May 19 | Statutory Holiday (no classes) |
| June 13 | Classes end |

Administrative Assistant Certificate (37 weeks) – Kelowna, Vernon

Fall 2024

| | |
|--------------|---|
| September 3 | Orientation |
| September 4 | Classes begin |
| September 30 | Statutory Holiday (no classes) |
| October 14 | Statutory Holiday (no classes) |
| November 11 | Statutory Holiday (no classes) |
| December 24 | Last day of classes before winter break |

Winter 2025

| | |
|---------------|---------------------------------|
| January 6 | Classes resume |
| February 17 | Statutory Holiday (no classes) |
| March 24 - 28 | Mid-Semester Break (no classes) |
| April 18 & 21 | Statutory Holiday (no classes) |
| May 19 | Statutory Holiday (no classes) |



June 13 Classes end

Office Assistant Certificate (17 weeks) – Kelowna, Vernon

Fall 2024

September 3 Orientation

September 4 Classes begin

September 30 Statutory Holiday (no classes)

October 14 Statutory Holiday (no classes)

November 11 Statutory Holiday (no classes)

December 24 Last day of classes before winter break

Winter 2025

January 6 Classes resume

January 17 Classes end

Legal Administrative Assistant Certificate and Paralegal Year 1 (Litigation - 18 weeks) – Kelowna

Fall 2024

September 3 Orientation

September 4 Classes begin

September 30 Statutory Holiday (no classes)

October 14 Statutory Holiday (no classes)

November 11 Statutory Holiday (no classes)

December 24 Last day of classes before winter break

Winter 2025

January 6 Classes resume

January 17 Classes end



Legal Administrative Assistant Certificate and Paralegal Year 1 (Corporate/Conveyancing 19 weeks) –

Kelowna only

Winter 2025

| | |
|--------------------------|---------------------------------|
| January 20 | Classes Begin |
| February 17 | Statutory Holiday (no classes) |
| March 24 – 28 | Mid-Semester Break (no classes) |
| April 18 & 21 | Statutory Holiday (no classes) |
| May 19 | Statutory Holiday (no classes) |
| June 13 | Classes end |

Virtual Assistant Certificate (37 weeks) – Online only

Fall 2024

| | |
|---------------------|---|
| September 3 | Orientation |
| September 4 | Classes begin |
| September 30 | Statutory Holiday (no classes) |
| October 14 | Statutory Holiday (no classes) |
| November 11 | Statutory Holiday (no classes) |
| December 24 | Last day of classes before winter break |

Winter 2025

| | |
|--------------------------|---------------------------------|
| January 6 | Classes resume |
| February 17 | Statutory Holiday (no classes) |
| March 24 - 28 | Mid-Semester Break (no classes) |
| April 18 & 21 | Statutory Holiday (no classes) |
| May 19 | Statutory Holiday (no classes) |
| June 13 | Classes end |



Paralegal Diploma Year 2 (48 weeks) – Kelowna only

Fall 2024

| | |
|---------------------|---|
| September 3 | Orientation |
| September 4 | Classes begin |
| September 30 | Statutory Holiday (no classes) |
| October 14 | Statutory Holiday (no classes) |
| November 11 | Statutory Holiday (no classes) |
| December 24 | Last day of classes before winter break |

Winter 2025

| | |
|--------------------------|--------------------------------|
| January 6 | Classes resume |
| February 17 | Statutory Holiday (no classes) |
| April 18 & 21 | Statutory Holiday (no classes) |
| May 19 | Statutory Holiday (no classes) |
| June 4 | Break |
| July 1 | Statutory Holiday (no classes) |
| August 4 | Statutory Holiday (no classes) |
| August 27 | Classes End |



