

# Office Administration Schedule 2011 - 2012

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## Accounting Assistant Certificate (19-week certificate)

Kelowna, Penticton, Salmon Arm, Vernon

### 2012

January 3	Classes Start
March 19 – 23	Mid-Semester Break
April 6 – 9	Easter Break
May 21	Victoria Day Holiday
May 31	Classes End

## Administrative Assistant Certificate (38-week certificate)

Kelowna, Penticton, Salmon Arm, Vernon

### 2011

September 6	Classes Start
October 10	Thanksgiving Holiday
November 11	Remembrance Day Holiday
December 20	Last day of classes
December 23	College closes at 3 pm
December 24 – January 2	Holiday Closure

### 2012

January 3	Classes Resume after Holiday Break
March 19 – 23	Mid-Semester Break
April 6 - 9	Easter Break
May 21	Victoria Day Holiday
June 22	Classes End

## Administrative Assistant Fundamentals (17-week certificate)

Kelowna, Penticton, Salmon Arm, Vernon

### 2011

September 6	Classes Start
October 10	Thanksgiving Holiday
November 11	Remembrance Day Holiday
December 20	Last day of classes
December 23	College closes at 3 pm



**December 24 – January 2**      Holiday Closure

**2012**

**January 3**                      Classes Resume after Holiday Break

**January 18**                    Classes End

**Office Assistant Certificate (22-week certificate)**

**Kelowna, Penticton, Salmon Arm, Vernon**

**2011**

**September 6**                Classes Start

**October 10**                  Thanksgiving Holiday

**November 11**                Remembrance Day Holiday

**December 20**                Last day of classes

**December 23**                College closes at 3 pm

**December 24 – January 2**      Holiday Closure

**2012**

**January 3**                      Classes Resume after Holiday Break

**February 17**                  Classes End

**Legal Administrative Assistant Certificate (Litigation)  
(18-week certificate)**

**Kelowna only**

**2011**

**September 6**                Classes Start

**October 10**                  Thanksgiving Holiday

**November 11**                Remembrance Day Holiday

**December 20**                Last day of classes

**December 23**                College closes at 3 pm

**December 24 – January 2**      Holiday Closure

**2012**

**January 3**                      Classes Resume after Holiday Break

**January 24**                    Classes End



# Legal Administrative Assistant Certificate (Corporate/Conveyancing) (20-week certificate)

Kelowna only

## 2012

February 1

Classes Start

April 6 - 9

Easter Break

May 21

Victoria Day Holiday

June 22

Classes End