

# Office Administration Schedule 2020-2021

Updated May 19, 2020

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## Accounting/Bookkeeping Certificate (20 weeks)

Kelowna

### 2020

<b>September 7</b>	Labour Day (no classes)
<b>September 8</b>	Orientation
<b>September 9</b>	Classes start
<b>October 12</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day (no classes)
<b>December 23</b>	Last day of classes before Christmas break
<b>December 24</b>	College closes at 3 p.m.
<b>December 25 – January 1</b>	Christmas Closure (no classes) – Okanagan College closed to the public

### 2021

<b>January 4</b>	Classes resume
<b>February 15</b>	Classes end



## **Administrative Assistant Certificate (37 weeks)**

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

### **2020**

<b>September 7</b>	Labour Day (no classes)
<b>September 8</b>	Orientation
<b>September 9</b>	Classes start
<b>October 12</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day (no classes)
<b>December 23</b>	Last day of classes before Christmas break
<b>December 24</b>	College closes at 3 p.m.
<b>December 25 – January 1</b>	Christmas Closure (no classes) – Okanagan College closed to the public

### **2021**

<b>January 4</b>	Classes resume
<b>February 15</b>	Family Day (no classes)
<b>March 29 – April 1</b>	Mid-Semester Break (no classes)
<b>April 2 - 5</b>	Easter (no classes)
<b>May 24</b>	Victoria Day (no classes)
<b>June 17</b>	Classes end



## **Office Assistant Certificate (17 weeks)**

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

### **2020**

<b>September 7</b>	Labour Day (no classes)
<b>September 8</b>	Orientation
<b>September 9</b>	Classes start
<b>October 12</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day (no classes)
<b>December 23</b>	Last day of classes before Christmas break
<b>December 24</b>	College closes at 3 p.m.
<b>December 25 – January 1</b>	Christmas Closure (no classes) – Okanagan College closed to the public

### **2021**

<b>January 4</b>	Classes resume
<b>January 18</b>	Classes end

## **Accounting/Bookkeeping Certificate (20 weeks)**

**Kelowna**

### **2021**

<b>January 19</b>	Classes start
<b>March 29 – April 1</b>	Mid-Semester Break (no classes)
<b>April 2 - 5</b>	Easter (no classes)
<b>May 24</b>	Victoria Day (no classes)
<b>June 25</b>	Classes end



## **Legal Administrative Assistant Certificate (Litigation - 18 weeks)**

**Kelowna only**

### **2020**

<b>September 7</b>	Labour Day (no classes)
<b>September 8</b>	Orientation
<b>September 9</b>	Classes start
<b>October 12</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day (no classes)
<b>December 23</b>	Last day of classes before Christmas break
<b>December 24</b>	College closes at 3 p.m.
<b>December 25 – January 1</b>	Christmas Closure (no classes) – Okanagan College closed to the public

### **2021**

<b>January 4</b>	Classes resume
<b>January 21</b>	Classes end

## **Legal Administrative Assistant Certificate (Corporate/Conveyancing 19 weeks)**

**Kelowna only**

### **2021**

<b>January 27</b>	Classes start
<b>February 15</b>	Family Day (no classes)
<b>April 2 - 5</b>	Easter (no classes)
<b>May 24</b>	Victoria Day (no classes)
<b>June 17</b>	Classes end

