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)
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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 20</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>February 17</td>
<td>Statutory Holiday (no classes)</td>
</tr>
<tr>
<td>March 24 – 28</td>
<td>Mid-Semester Break (no classes)</td>
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<td>Statutory Holiday (no classes)</td>
</tr>
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<tr>
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</table>

Virtual Assistant Certificate (37 weeks) – Online only

**Fall 2024**

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</table>

**Winter 2025**

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</tr>
</tbody>
</table>
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