

Office Administration 2025-25 Schedule

Last updated; May 12, 2025

Bookkeeping/Accounting Technician Certificate (37 weeks) – Kelowna

Fall 2025

September 2	Orientation
September 3	Classes begin
September 30	Statutory Holiday (no classes)
October 13	Statutory Holiday (no classes)
November 11	Statutory Holiday (no classes)
December 24	Last day of classes before winter break

Winter 2026

January 5	Classes resume
February 16	Statutory Holiday (no classes)
March 23 – 27	Mid-Semester Break (no classes)
April 3 & 6	Statutory Holiday (no classes)
May 18	Statutory Holiday (no classes)
June 12	Classes end

Administrative Assistant Certificate (37 weeks) – Kelowna, Vernon

Fall 2025

September 2	Orientation
September 3	Classes begin
September 30	Statutory Holiday (no classes)
October 13	Statutory Holiday (no classes)
November 11	Statutory Holiday (no classes)
December 24	Last day of classes before winter break



Winter 2026

January 5	Classes resume
February 16	Statutory Holiday (no classes)
March 23 – 27	Mid-Semester Break (no classes)
April 3 & 6	Statutory Holiday (no classes)
May 18	Statutory Holiday (no classes)
June 12	Classes end

Office Assistant Certificate (17 weeks) – Kelowna, Vernon

Fall 2025

September 2	Orientation
September 3	Classes begin
September 30	Statutory Holiday (no classes)
October 13	Statutory Holiday (no classes)
November 11	Statutory Holiday (no classes)
December 24	Last day of classes before winter break

Winter 2026

January 5	Classes resume
January 14	Classes end

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

Fall 2025

September 2	Orientation
September 3	Classes begin
September 30	Statutory Holiday (no classes)
October 13	Statutory Holiday (no classes)
November 11	Statutory Holiday (no classes)
December 24	Last day of classes before winter break



Winter 2026

January 5 Classes resume
January 16 Classes end

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

Winter 2026

January 19 Classes Begin
February 16 Statutory Holiday (no classes)
April 3 & 6 Statutory Holiday (no classes)
May 18 Statutory Holiday (no classes)
June 12 Classes end

Virtual Assistant Certificate (37 weeks) – Online only

Fall 2025

September 2 Orientation
September 3 Classes begin
September 30 Statutory Holiday (no classes)
October 13 Statutory Holiday (no classes)
November 11 Statutory Holiday (no classes)
December 24 Last day of classes before winter break

Winter 2026

January 5 Classes resume
February 16 Statutory Holiday (no classes)
March 23 – 27 Mid-Semester Break (no classes)
April 3 & 6 Statutory Holiday (no classes)
May 18 Statutory Holiday (no classes)
June 12 Classes end



Paralegal Diploma Year 2 (47.5 weeks) – Kelowna only

Fall 2025

September 2	Orientation
September 3	Classes begin
September 30	Statutory Holiday (no classes)
October 13	Statutory Holiday (no classes)
November 11	Statutory Holiday (no classes)
December 24	Last day of classes before winter break

Winter 2026

January 5	Classes resume
February 16	Statutory Holiday (no classes)
March 23 – 27	Mid-Semester Break (no classes)
April 3 & 6	Statutory Holiday (no classes)
May 18	Statutory Holiday (no classes)
July 1	Statutory Holiday (no classes)
August 3	Statutory Holiday (no classes)
August 25	Classes End