

# Office Administration Schedule 2018-2019

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## Accounting/Bookkeeping Certificate (20 weeks)

Kelowna

### 2018

<b>September 3</b>	Labour Day (no classes)
<b>September 4</b>	Orientation
<b>September 5</b>	Classes start
<b>October 8</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day
<b>November 12</b>	Statutory Holiday (no classes)
<b>December 20</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

### 2019

<b>January 7</b>	Classes resume
<b>February 16</b>	Classes end



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

**Kelowna, Salmon Arm, Vernon**

### **2018**

<b>September 3</b>	Labour Day (no classes)
<b>September 4</b>	Orientation
<b>September 5</b>	Classes start
<b>October 8</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day
<b>November 12</b>	Statutory Holiday (no classes)
<b>December 19</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

### **2019**

<b>January 7</b>	Classes resume
<b>February 18</b>	Family Day (no classes)
<b>March 25 - 29</b>	Mid-Semester Break (no classes)
<b>April 19 - 22</b>	Easter (no classes)
<b>May 20</b>	Victoria Day (no classes)
<b>June 21</b>	Classes End



## Office Assistant Certificate (17 weeks)

Kelowna, Salmon Arm, Vernon, Penticton

### 2018

September 3	Labour Day (no classes)
September 4	Orientation
September 5	Classes start
October 8	Thanksgiving Day (no classes)
November 11	Remembrance Day
November 12	Statutory Holiday (no classes)
December 19	Last day of classes before Christmas break
December 24	College closes at 3 p.m.
December 25 – January 1	Christmas Closure (no classes) – Okanagan College closed to the public

### 2019

January 7	Classes resume
January 21	Classes end

## Office Assistant Certificate (17 weeks)

Kelowna

### 2019

February 11	Classes start
February 18	Family Day (no classes)
March 25 - 29	Mid-Semester Break (no classes)
April 19 - 22	Easter (no classes)
May 20	Victoria Day (no classes)
June 20	Classes End



## **Legal Administrative Assistant Certificate (Litigation - 19 weeks)**

**Kelowna only**

### **2018**

<b>September 3</b>	Labour Day (no classes)
<b>September 4</b>	Orientation
<b>September 5</b>	Classes start
<b>October 8</b>	Thanksgiving Day (no classes)
<b>November 11</b>	Remembrance Day (no classes)
<b>November 12</b>	Statutory Holiday (no classes)
<b>December 18</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

### **2019**

<b>January 3</b>	Classes resume
<b>January 23</b>	Classes end

## **Legal Administrative Assistant Certificate (Corporate/Conveyancing 20 weeks)**

**Kelowna only**

### **2019**

<b>January 29</b>	Classes Start
<b>February 18</b>	Family Day (no classes)
<b>April 19 - 22</b>	Easter (no classes)
<b>May 20</b>	Victoria Day (no classes)
<b>June 18</b>	Classes end

