Administrative Professional Certificate

Program Length	8 months
Intakes	Winter, Fall
Program Start Dates	January, September
Campus Location	Downtown
Tuition Estimate for 8 months	$20,330 (estimated based on 2020-21 rates, effective until August 2021)
Tuition Deposit	$11,250 ($5,000 of the tuition deposit is non-refundable)

Program Description

Students will learn advanced skills in Microsoft Office (including Word, Outlook, Excel, PowerPoint, and Access), business communications and data management. Students will also become proficient at keyboarding and at creating, revising, formatting and processing a wide range of business documents. In addition, they will be introduced to computerized accounting and given the skills to handle office finances. These skills, as well as training in time management and social media use, plus practice with a variety of communication skills, will equip graduates for administrative assistant work.

Graduate Outcomes

Graduates may choose careers requiring not only traditional secretarial skills, but also the ability to use the latest advances in office technology. The scope of job opportunities for administrative assistants is vast and growing—all organizations require skilled support. Employment may be found in industry and the fields of manufacturing, finance, insurance, real estate, hospitality, transportation, government agencies, and service organizations.

English Entrance Requirements

- English 12 with a C- grade, or Communications 12 with a B grade, or
- IELTS Academic overall 6.5 (no band less than 6.0)

Check www.vcc.ca/media/vancouver-community-college/content-assets/documents/international/english-reqs.pdf for other equivalencies.

Admissions Requirements

- Grade 12 graduation, or equivalent

Program Link

For more information such as detailed admissions requirements, tuition fee breakdowns, course listing and general program hours, visit the program link at: www.vcc.ca/international/programs/program-areas/business/administrative-professional/.

VANCOUVER COMMUNITY COLLEGE

VCC INTERNATIONAL EDUCATION

Application Periods

Applications are accepted during the following application periods.

Intakes	Applications Open	Application Deadlines	
		Without a valid study permit	**With** a valid study permit
Winter (January, February, March and April start dates)	February 1	August 31	November 30
Spring/Summer (May, June, July and August start dates)	June 1	December 31	March 31
Fall (September, October, November and December start dates)	October 1	April 30	July 31

Application Availability

Many popular programs and selection programs may close applications earlier. To find out if a program is accepting applications, check www.vcc.ca/ieavailability.

How to Apply

Email the following complete application package to study@vcc.ca to begin the application process:

1. Application form and application fee payment
2. Passport Photo Page
3. Proof of English proficiency
4. Educational documents, such as transcripts and graduation certificates, with certified translation if applicable
5. Other program-specific requirements
6. Copy of Study Permit, if available

For more information about the application process, visit www.vcc.ca/international/future-students/how-to-apply/.
Download the application form here: www.vcc.ca/international/future-students/how-to-apply/application-form/

International Tuition and Deposit

Review the current tuition and deposit amounts at www.vcc.ca/media/vancouver-community-college/content-assets/documents/international/international-programs-fees.pdf. Deposits are payable to accept an offer of admission and secure a seat in a program. The deposit amount will be deducted from the first term tuition fees.

Tuition and Fee Increases

Tuition fees and other fees are approximate and subject to change due to yearly increases without notice. Students will be required to pay increased rates if the fees change at any time during the period of enrolment in the program. Tuition and other fees are payable on a continuous basis based on the courses in each program and when those courses are scheduled.

Important Notice

All program information including tuition and other fees, course/program content, length, admission requirements, prerequisites, start/end dates, postponements, and/or cancellation is subject to change without notice.

VCC International Education
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Tel: 1.604.443.8600 ■ Email: study@vcc.ca
vcc.ca/international

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