



Vancouver Community College International Education

Administrative Assistant

Program Type:	Certificate
Program Length:	8 months
No. of Credits:	34
Start Date:	January, May, August, 2012
Location:	Downtown campus
Total Fees:	Approximately CAD\$13,000.00*

Description

Students are taught secretarial skills, as well as the latest advances in office technology and are trained to work as an administrative assistant in industries such as manufacturing, finance, insurance, real estate, hospitality, transportation, government agencies and service organizations. From effective oral and written communications and time management techniques, to the latest computer word processing, spreadsheet and graphics software, you'll also learn practical skills working alone and in groups. Lessons include videos, demonstrations, guest lectures and field trips as well as real work experience.

Admission Requirements

- Grade 12 graduation, GED or equivalent, including English 12 or equivalent
- A minimum TOEFL iBT score of 79 or IELTS 6.5 (no band less than 6) **
- Proof of successful completion of a certified keyboarding/typing skill course using the touch-typing method with a minimum speed of 25 g.w.p.m. (gross words per minute) for five minutes with a maximum of 5 errors

Note: 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. Before applying, please kindly check with us at study@vcc.ca

Total Fees include: Application fee of \$125, Tuition fee of \$11,889.80, Ancillary fee of \$127.50, College initiative fee of \$76.16, Student union fee of \$48.22, Student union health plan fee of \$144.68, Student union dental plan fee of \$137.82, U-PASS \$240

Additional costs: Textbooks and supplies are approximately \$1,100

* Fee and other fees are approximate and subject to change due to yearly increases. Students will be required to pay increased rates if the fees change at any time during the period of enrolment in the program. The application fee is non-refundable.

** IELTS Academic Module and TOEFL iBT scores are valid at VCC for one year.

Courses

In the first term, the major portion of class time is devoted to practical skills training, with an emphasis on building human relations and business communication skills. The second term expands hands-on practical skills training with a greater emphasis on advanced applications on computers and machine transcribers. Program time is set aside for work experience where the student is placed in a challenging work environment which requires application of the skills learned in the program.

Term 1 – Course Name

Business Communications 1
Business Communications 2
Document Formatting
Human Relations
Intermediate Word and PowerPoint
Introduction to Computers and Word
Speed and Accuracy 1
Spreadsheets (Excel)

Term 2 – Course Name

Basic Bookkeeping
Computerized Accounting
Database and Office Integration
Electronic Transcription
Office Procedures
Office Simulation
Speed and Accuracy 2
Work Experience

Career Prospects

New technology is changing the role of an administrative assistant in today's office. Graduates of this program 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. Qualified graduates may be eligible for a post graduation work permit.

