

## Administrative Professional Certificate

<b>Program Length</b>	8 months
<b>Intakes</b>	Winter, Fall
<b>Program Start Dates</b>	January, September
<b>Campus Location</b>	Downtown
<b>Tuition Estimate for 8 months</b>	\$20,737 (estimated based on 2021-22 rates, effective until August 2022)
<b>Tuition Deposit</b>	\$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-regs.pdf](http://www.vcc.ca/media/vancouver-community-college/content-assets/documents/international/english-regs.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](http://www.vcc.ca/international/programs/program-areas/business/administrative-professional)

### VCC International Education

Downtown campus, 250 West Pender St., room 100, Vancouver, B.C. Canada V6B 1S9  
Tel: 1.604.443.8600 ■ Email: [study@vcc.ca](mailto:study@vcc.ca)  
[vcc.ca/international](http://vcc.ca/international)

## 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
<b>Winter 2022</b> (January, February, March and April start dates)	February 1, 2021	August 31, 2021	November 30, 2021
<b>Spring/Summer 2022</b> (May, June, July and August start dates)	June 1, 2021	December 31, 2021	March 31, 2022
<b>Fall 2022</b> (September, October, November and December start dates)	October 1, 2021	April 30, 2022	July 31, 2022

## 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](http://www.vcc.ca/ieavailability).

## How to Apply

Email the following complete application package to [study@vcc.ca](mailto: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/apply/](http://www.vcc.ca/international/future-students/apply/)

Download the application form here: [www.vcc.ca/international/future-students/apply/forms-and-documents/](http://www.vcc.ca/international/future-students/apply/forms-and-documents/)

## 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](http://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.

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