Get the office fundamentals and technical skills you need to begin a successful career as an administrative assistant. During Vancouver Community College’s (VCC) intensive Administrative Assistant program, experienced instructors prepare you for the workplace. Students will learn advanced skills in Microsoft Office, effective business communication skills, financial record keeping, data management and integral office procedures. Students will also apply their new skills during a two-week practicum experience with one of our host companies.

Learn how to be a professional and perform your duties with confidence. Our graduates are working throughout B.C. and across Canada in a wide range of businesses, service organizations and government agencies.

Program information
• Credential: Certificate
• Length: 8 months, full-time
• Start: January, April/May, August/September

Program admission requirements
• Grade 12 graduation or equivalent, including English 12, or English language proficiency
• Certified keyboarding speed of at least 25 gross words per minute on a 5-minute test with 5 errors or less using the touch-typing method

More information
Contact Program Advising:
By phone: 604.871.7000, option 2
In person: 1155 E. Broadway, or 200-block Dunsmuir at Hamilton

For the most up-to-date program info, check vcc.ca.