Administrative Professional Certificate

Learn advanced skills in Microsoft Office (including Word, Outlook, Excel, PowerPoint, and Access), business communications and data management. Become proficient at keyboarding and at creating, revising, formatting and processing a wide range of business documents. Learn the skills to handle office finances. Graduates may choose careers requiring secretarial skills and the latest advances in office technology. All organizations require skilled support. Employment may be found in manufacturing, finance, insurance, real estate, hospitality, transportation, government agencies, and service organizations.

Program Details

Intakes	Winter, Spring/Summer, Fall
Start Dates	January, May, September
Program Length	8 months
Campus Location	Downtown
Tuition Estimate for 8 months[1]	$22,429 (estimated based on 2023-24 rates, effective until August 2024)
Tuition Deposit[1]	$12,800 ($10,000 of the tuition deposit is non-refundable)
PGWP Eligibility[2]	8 months
Admission Requirements (Check *English requirement equivalencies*)	• 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) • Grade 12 graduation, or equivalent
Program Page	**http://www.vcc.ca/international/programs/program-areas/business/administrative-professional.**

When to Apply

For the start dates of this program (January, May, September), refer to **Winter, Spring/Summer, Fall.**

Intakes	Applications Open	Application Close Dates
Winter 2025 (January, February, March, and April start dates)	February 1, 2024	Many high demand programs fill quickly and may be closed shortly after the application period is open.
Spring/Summer 2024 (May, June, July, and August start dates)	June 1, 2023	
Fall 2024 (September, October, November, and December start dates)	October 1, 2023	Check application availability for updates.

Disclaimers

[1]Tuition 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.

[2]*Enrolment in a program does not guarantee approval for the PGWP (Post-Graduation Work Permit) as there are eligible requirements. Check the IRCC website for more information. 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
Downtown campus, 250 West Pender St., room 100, Vancouver, B.C. Canada V6B 1S9
Tel: 1.604.443.8600 ■ Email: study@vcc.ca
vcc.ca/**international**

BRITISH COLUMBIA EQA

ÉduCanada
A world of possibilities

VCC INTERNATIONAL EDUCATION

Study at VCC

Gain job readiness skills

Learn practical education and hands-on training

Study in small classes

Receive outstanding student support and services

Benefit from strong industry relations

Connect to the large alumni network

Check Student Success Stories

Work in Vancouver

Work part-time off campus (up to 20 hours per week) during studies, and full-time during scheduled breaks

Work in Canada after graduation for up to 3 years[*]

Student Life

Receive monthly student newsletters for updates about events, fun activities, and more

Be part of the VCC International Peer Mentor Community to support one another

Participate in informative, interactive, and fun events

Attend useful workshops to learn about working and living in Canada

Meet virtually or in-person with VCC International Student Services Team for support throughout your studies at VCC

Visit *vcc.ca/international*

Review program offerings, check admission requirements and tuition fees, find out how to apply, learn about studying and working in Canada, watch videos of VCC facilities and classes, see how alumni share their experiences, and more!

VCC Programs	**English Requirements**	**Download Info Guide**	**When to Apply**	**How to Apply**

Application Availability	**Tuition and Fees**	**Refund Policy**	**Join an Info Session**	**Contact VCC**