



VCC INTERNATIONAL EDUCATION

Administrative Professional Certificate

Program Information

Campus: Downtown

Program Length: 8 months

Program Link: <http://www.vcc.ca/international/programs/program-areas/business/administrative-professional>

Gain skills in Microsoft Office, communications, business documents, finances, and data management for advanced office administration careers.

Career Opportunities

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.

Welcome to VCC

VCC is a **PGWP-eligible** public college in Vancouver, with dedicated and award-winning instructors, hands-on learning, superb student support and a wide range of career programs. **90% to 95%** of VCC graduates get hired, and **91%** of VCC's international students will recommend VCC to others.

Study at VCC

- Gain job readiness skills
- Learn practical education and hands-on training
- Study in small classes
- Receive outstanding student support and services
- Connect with industry partners and alumni network

Enjoy life at VCC

- Participate in informative, interactive, and fun events
- Join VCC International Peer Mentor Community
- Attend workshops to learn about working in Canada
- Get support from International Student Services Team
- Receive monthly updates about events and reminders

Apply to VCC

Applications are open 11 months before the term begins. For a higher chance of getting an offer, plan to apply as soon as applications are open. Check vcc.ca/ieavailability for the next available term, and visit vcc.ca/ie-apply to read the important information before applying online.

Disclaimers:

The information on this flyer is subject to change without notice. Visit vcc.ca/international for details and updates.



VCC International Education

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