

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

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| 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 requirements](#))

