CONTINUING STUDIES @UVIC



Grow your perspectives in. . .

Administrative Technology (ADTEC)

MICRO-CERTIFICATE

Why Continuing Studies at UVic?

All of our programs are expertly designed by coordinators and instructors who are leaders in their fields. Our award-winning programs will enhance your skills, improve your career choices and help you gain a new perspective on your career.

#1 **Canadian comprehensive university for preparing career-ready students.**
-Times Higher Education global University Employability Ranking, 2022.

#2 **Canadian comprehensive university and consistently ranked in the top 2.**
- Maclean's, 2025.

UVIC
UNIVERSITY OF VICTORIA

Grow your skills with our ADTEC program.

Need to quickly gain the skills employers are seeking in today's technology-driven office? While the development of new technology and software tools have made many tasks easier and more efficient, understanding and integrating these new technologies can also require a new skill set.

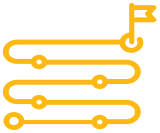
This three-course program equips learners with the critical skills sought by employers from software and database management to data analytics, cloud-based applications, digital communication and more.



High ranking reputation



Industry-professional instructors



Flexible learning options



Dedicated student support services

> **One of the greatest success stories that I hear time and time again is that individual students come away with more self-awareness of who they are as a professional."**
>
> - Amber McMillan, Instructor, Busness Administration Programs

Micro-certificate in Administrative Technology

Office administration has evolved significantly, requiring skills beyond traditional word processing and filing. The Micro-certificate in Administrative Technology provides you with the advanced technology and software expertise needed for today's administrative roles. You will develop skills in a short period of time in key areas including advanced Microsoft Office applications, social media management, project coordination and more.

Courses and fees

To receive the Micro-certificate in Business Intelligence and Data Analytics, participants must successfully complete three (3) of the courses below; there is no application process. We encourage those who have limited experience in analytics and coding to complete BIDA 301 and 302, along with one of the following: BIDA 404, 405, 406 or 407. Participants are responsible for ensuring they meet the appropriate prerequisites or experience required for each course.

A minimum of one (1) course below

- Computing Concepts
- Microsoft Office Bootcamp

Plus two (2) electives below

- Applied AI (single course micro-certificate)
- Business Intelligence and Data Analytics Fundamentals
- Cloud Computing for Business
- Computing Concepts
- Digital Communication
- Introduction to Data Storytelling and Visualization
- IT Privacy and Security
- Microsoft Office Bootcamp (single course micro-certificate)
- Project Management

Estimated fees

Description	Fee
Course 1	$710
Course 2	$710
Course 3	$710
Program fee	$20
Estimated total	**$2,150***

***IMPORTANT NOTE:**

The fees listed in this section are estimates. Total program fees may vary depending on delivery format, course selections, student fees, textbooks and taxes.

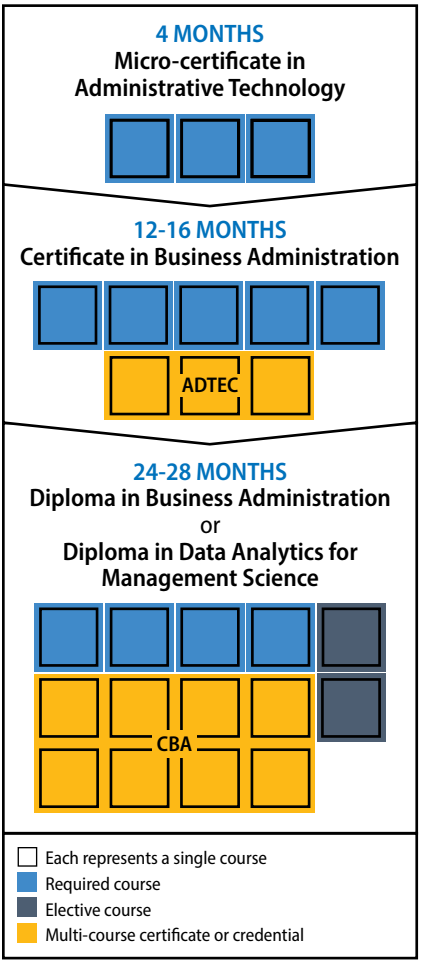
Take your business education further

Explore these additional opportunities with your certificate, diploma, or micro-credential.

Start refining your skills with a three-course micro-credential program in ADTEC.

Continue in the CBA program (eight courses) with an option to later progress into the DBA program.

Completion of the DBA or DAMS program can qualify you to apply for a degree program at one of our partner institutions (an additional seven courses, totaling 14).



How to apply

Ready to embark on your journey to success? Contact us to get started!

Administrative Technology
Micro-certificate
continuingstudies.uvic.ca/admintech

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UNIVERSITY OF VICTORIA

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