

# CERTIFICATE OFFICE ASSISTANT

Office administrative staff are skilled at processing and managing information, proficient in the latest technology and prepared to support their team and organization to get the job done.

Combine your strong organizational, problem-solving and communication skills with an education in current business practices, terminology and the latest software.

## CHOOSE FROM ONE OF THREE MAJORS:

**Administrative** - Students who choose the administrative major are trained to complete complex office tasks efficiently using current software that meets industry standards. Graduates from the administrative major often work in office environments across diverse sectors and benefit from a consistent work schedule.

**Medical** - If you have a drive to work in health care, the medical major may be for you. Gain foundational knowledge in medical terminology, required health and safety measures, various clinical skills, and records management. Graduates from this major often work as medical office assistants, unit clerks or medical receptionists in medical offices, clinics, hospitals and government agencies.

**Legal** - People who are motivated, compassionate, confident and organized often flourish in a career in the legal field. Students who select the legal major will learn how to leverage administrative skills, basic legal knowledge and current technology to assist in legal procedures. Graduates often find employment working alongside lawyers and other staff as a legal assistant or as an administrative assistant in a legal office.

## FIELD PLACEMENT

Each major features a four-week field placement in the last term, providing hands-on experience in an administrative, medical or legal setting. Students work with coordinators to find a suitable placement.

## ADMISSION REQUIREMENTS 2024/25

REGULAR ADMISSION	MATURE ADMISSION
Minimum 60% average: • ELA 30-1 or 30-2 • 2 Group A, B, C, or D subjects	ELA 30-1 or 30-2 (minimum 60%) OR 3 credits university-level English (minimum C-)

## PROGRAM COST ESTIMATES

MAJOR	DOMESTIC TUITION PER YEAR
Administrative, Legal, Medical	\$10,516*

This is the approximate cost (including fees) of the entire program including tuition and mandatory fees. Books and supplies are extra at approximately \$750. \*Estimates are based on 2023/24 tuition and fees, which are subject to change in future years. Please note: Tuition is due in three installments throughout the program. Please contact [office@macewan.ca](mailto:office@macewan.ca) for questions. For more information, please visit [MacEwan.ca/FFI](http://MacEwan.ca/FFI).

### PROGRAM LENGTH

- ▶ 12 months (three terms), September Intake

### COURSE DELIVERY

- ▶ Full-time program, four days a week\*  
\*Subject to change during field placement
- ▶ Part-time program, 2 years minimum to complete

### TRANSFERABILITY

Internal opportunities

- ▶ Students may receive up to 12 credits, contact [office@macewan.ca](mailto:office@macewan.ca) for more information

External opportunities

- ▶ Visit [TransferAlberta.ca](http://TransferAlberta.ca) or contact the receiving institution for more information

## DID YOU KNOW?

*In just one year, you could have a professional career.*

## APPLICATION DEADLINE

**June 30, 2024**

May 1, 2024 for international students

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Visit [MacEwan.ca/Admissions](http://MacEwan.ca/Admissions)