



**MacEwan**  
UNIVERSITY

SCHOOL OF CONTINUING  
EDUCATION

# OFFICE ASSISTANT

START YOUR CAREER  
IN UNDER ONE YEAR



» [MacEwan.ca/OfficeAssistant](https://MacEwan.ca/OfficeAssistant)



---

We acknowledge that the land on which we gather in Treaty Six Territory is the traditional gathering place for many Indigenous people. We honour and respect the history, languages, ceremonies and culture of the First Nations, Métis and Inuit who call this territory home.

---

A portrait of Dr. Lisa Rochman, a woman with long dark hair, wearing a blue blazer, looking directly at the camera. The background is a blurred indoor setting.

# A WORD FROM THE DEAN

## DR. LISA ROCHMAN

The MacEwan Office Assistant Certificate Program is an opportunity to take your current or your next career to new places.

At MacEwan University, teaching greatness is at the center of everything we do. You will learn from faculty who are passionate about teaching; they love what they do, and it shows. Our instructors are industry experts who know the field and what it takes to succeed there. In the Office Assistant Certificate program, you are a part of a learning community from your first class to your first job.

We know that hands-on learning is incredibly important. That's why our program has a 4-week work placement where you will learn on the job, apply your knowledge and build your professional network. We ensure you have experience with the software and technology that's crucial in today's workforce.

As the Dean of the School of Continuing Education, the quality of our program and the impact it has on our student's careers make me incredibly proud to be a part of this program. Office Assistants are in demand, and as Alberta grows, the demand will grow. Make an impact with our Office Assistant Certificate program.



## ABOUT THE OFFICE ASSISTANT CERTIFICATE

Discover our Office Assistant (OA) certificate program, an excellent alternative to a degree or diploma for students who want to gain practical, industry-focused skills for the workplace.

Administrative professionals are the essential foundation for any organization and are indispensable across all industries. Office administrators are experts in handling and organizing information, proficient in cutting-edge technology and assist in getting the job done.

Does this sound like the right career for you? Explore new opportunities with our Office Assistant certificate. Blend your organizational, problem-solving and communication skills with a comprehensive education in helpful business communication, office procedures, terminology and the latest software tools.

**DURATION OF PROGRAM:** September to June, plus 4-week field placement

**STUDY OPTIONS:** Full-time or part-time\*  
*\*students who choose the part-time study option will take a minimum of 2 years to complete the certificate*

**CLASSES:** Monday – Thursday (4 days a week)  
2 days in-person and 2 days online\*  
Classes can occur between 8 a.m. – 4 p.m.  
*\*Spring/Summer term transitions to in-person classes, 5 days a week*

**FIELD PLACEMENT:** Students should be prepared for a full-time work commitment

**INTAKE:** Fall (September), one intake annually

**OFFICE:** Room 11-521, Allard Hall, 11110 – 104 Avenue  
office@macewan.ca

Visit [MacEwan.ca/Admissions](https://www.macewan.ca/Admissions) for important dates and deadlines.

## MAJORS

Students in the Office Assistant certificate can choose to major in one of the following specialities:

### Administrative

If you adapt to change easily, are highly organized, have strong attention to detail and are interested in a stable and rewarding career in a variety of industries, consider a career as an administrative assistant. Students who pursue the Administrative major are trained to handle intricate office tasks and efficiently use up-to-date software aligned with industry standards. Graduates of the Administrative major quickly find employment in office settings across various sectors, enjoying the benefits of a consistent work schedule.

Focused courses within the Administrative major include:

- Human Resource Basics
- Customer Service
- Advanced Office Documents

### Legal

If you are motivated to make a positive impact on society, passionate about the justice system and a team player, you may excel in a legal career. With our Legal major, you'll gain administrative skills, fundamental legal knowledge and experience with the latest technology to support legal procedures. Upon graduation, many find employment working with lawyers, serving as legal assistants or administrative assistants in legal offices. This career is also known to develop strong communication skills and provides an excellent opportunity for those who want a meaningful career in the legal field.

Focused courses within the Legal major include:

- Introduction to Law
- Legal Documents
- Corporate Procedures in the Law Office

### Medical

If caring for the well-being of others brings you fulfillment, consider a healthcare career. With our Medical major, you could work alongside various medical professionals in less than one year. Build your knowledge in essential medical terminology, mandatory health and safety protocols, indispensable clinical skills and efficient record management. Graduates of this major are highly employed as medical office assistants, unit clerks and medical receptionists in medical offices, clinics, hospitals and government agencies. Enjoy the benefits of job stability within this field as you contribute to the well-being of your patients and develop a strong sense of purpose from your career.

Focused courses within the Medical major include:

- Medical Terminology
- Medical Office Procedures

## CORE COURSES

The program offers practical skills in communication, technology, financial literacy and organization, making our students more competitive in the job market as soon as they graduate.

Students within all majors will take the following courses:

- First Year Writing
- Business Communications I, II and III
- Office Technology I and II
- Business Math
- Office Procedures
- Bookkeeping and Accounting

## FIELD PLACEMENT

Being in a real work environment allows students to gain valuable insights into the career and the day-to-day operations of an office.

Each major features a 4-week, full-time, unpaid field placement in the last term, providing hands-on experience in an office, medical or legal setting. Students work with coordinators to find a suitable placement. All students are required to complete a field placement as part of the program of study.



## ADMISSION REQUIREMENTS

REGULAR ADMISSION	MATURE ADMISSION (age 20 or older)
Minimum 60% average: <ul style="list-style-type: none"><li>• ELA 30-1 or ELA 30-2</li><li>• 2 subjects from Group A, B, C or D</li></ul>	Minimum 60%: <ul style="list-style-type: none"><li>• ELA 30-1 or ELA 30-2</li><li>OR</li><li>• 3 credits University-level English</li></ul>

*\*These are a summary of admission requirements. Complete admission requirements are available on our program website: [MacEwan.ca/OfficeAssistant](http://MacEwan.ca/OfficeAssistant)*

## TUITION BREAKDOWN

TUITION & TERM FEES (based on 5 courses/term or 15 credits)	
Domestic tuition	\$2,745
Mandatory fees*	\$820
Total per term**	\$3,565
<b>Program total (including tuition and fees)</b>	<b>\$10,695</b>

*\*MANDATORY FEES ARE APPROXIMATE, SUBJECT TO CHANGE AND MAY VARY BY MAJOR.*

*\*\*These are the estimated costs per term; the Office Assistant program consists of 3 terms. For a full list of fees, visit [MacEwan.ca/FFI](http://MacEwan.ca/FFI). International tuition can be estimated using the tuition calculator at [MacEwan.ca/InternationalFees](http://MacEwan.ca/InternationalFees).*

## BOOKS AND SOFTWARE

Books, software and supplies are additional and estimated to be \$1,000. Most books are purchased in the Fall term and used throughout the program.

## SCHOLARSHIPS, BURSARIES AND AWARDS

Office Assistant students are eligible for over 200 scholarships, awards and/or bursaries. You can be notified by email and within *myStudentSystem* when awards you are eligible for are open for application. Full details are available through the university's online database at [MacEwan.ca/Scholarships](http://MacEwan.ca/Scholarships).

## FINANCIAL AID

MacEwan University has financial advising services to assist you with student loans, RESP requirements, other funding contracts and more. For more information, visit [MacEwan.ca/FFI](http://MacEwan.ca/FFI).



## TRANSFERABILITY

### Internal opportunities:

Students may receive credits towards other MacEwan University programs. Contact [office@macewan.ca](mailto:office@macewan.ca) for more information.

### External opportunities:

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

## HOW TO APPLY

Application timelines may vary. On average, Office Assistant applications are processed within two weeks of submitting all necessary documents.

1. Visit [MacEwan.ca/Apply](https://MacEwan.ca/Apply) to submit an online application. A \$110 non-refundable application fee is required when you apply.
2. Receive instructions to log in to [myPortal.MacEwan.ca](https://myPortal.MacEwan.ca), the university's student portal.
3. Monitor your NEW @[mymacewan.ca](mailto:mymacewan.ca) Gmail account and track the status of your application.
4. Accept your offer of admission and pay your \$400 confirmation deposit to secure your spot.



*For more information on how to apply please scan the QR code.*





*I am grateful to the teachers and my classmates for the support and help they offered.*

**Syed I.**

Office Assistant graduate, Legal major, Fall 2023

Syed, an Office Assistant Certificate Program graduate now working as a legal assistant, credits mentors Kelly Morris and Angela Schwanak for their invaluable guidance. Reflecting on his journey, he recalls Kelly's advice to revisit assignments for improvement, which proved instrumental in mastering challenging tasks like Microsoft Access. Angela's insights into corporate accreditation sparked his career aspirations as a future paralegal in Edmonton. He emphasizes the importance of diligence and attention to detail, echoing Kelly's wisdom to never settle for mediocrity. Equipped with newfound skills in database management and typing proficiency, he navigates daily responsibilities confidently. Syed's accolade on the Dean's List stands as a testament to his dedication and serves as inspiration for future graduates.



# WHO'S HIRING OFFICE ASSISTANTS IN ALBERTA?

## Administrative:

- Post-secondary institutions
- Accounting offices
- Engineering firms
- Oil and gas companies

## Legal:

- Law firms
- Finance and insurance companies
- Municipal and provincial governments

## Medical:

- Alberta Health Services
- Covenant Health
- Medical clinics

## Fun facts about Office Assistants in Alberta:

- On average, Office Assistants in Alberta make the highest average median hourly wage (\$28/hr) as compared to Office Assistants across the country
- Over 30,000 jobs have been posted annually for Office Assistants in Alberta in the last five years in a row
- The job posting demand for Office Assistants in Alberta has steadily increased every year since 2015

*(Lightcast, 2024)*

# WHY CHOOSE OUR PROGRAM?

**Reputation:** Through our most recent program graduate survey, 100% of survey respondents worked in a job related to Office Assistant. Since we are a credit certificate, industry leaders seek out our graduates to hire for their positions.

**Specialization:** Students can choose from our three majors, Administrative, Medical, or Legal, tailoring their education to their specific career interests.

**Field Placement:** Our field placement ensures our students have hands-on experience in their respective majors. A 4-week work experience allows students to showcase their skills and knowledge to prospective employers.

**Start Working Quickly:** In Alberta, Office Assistant positions have an average median salary of \$55,887 *(Lightcast, 2024)*. You can earn a reasonable wage within a year and learn essential and transferable skills.





PARKING (VISIT [MACEWAN.CA/PARKING](http://MACEWAN.CA/PARKING) FOR ADDITIONAL PARKING ON CAMPUS)



SHOPPING



TRANSIT

### Office Assistant Certificate Program

School of Continuing Education  
Allard Hall, City Centre Campus  
Room 11-521, 11110 – 104 Avenue  
Edmonton, AB T5K 1M9

780-497-4400

[office@macewan.ca](mailto:office@macewan.ca)

[MacEwan.ca/OfficeAssistant](http://MacEwan.ca/OfficeAssistant)

Office hours

Monday to Friday 8:30 a.m. – 4:30 p.m.

Follow us @MacEwanSCE

