

OFFICE ASSISTANT

School of Business

MacEwan.ca/OfficeAssist (<http://MacEwan.ca/OfficeAssist>)

For more than 44 years the Office Assistant program has been providing quality graduates. Today's office assistants are highly accomplished software experts who use their skills to help other staff get the most from a computerized office. In addition, office assistants are involved in managing the organizational affairs of their areas that include handling public enquiries, managing computer and paper files, organizing schedules, arranging meetings of senior staff, as well as providing strong customer service and problem-solving skills.

The Office Assistant program is ideal as a foundation for other careers or as a complement to prior training and experience. It runs for 10 months from September until June, ending with a field placement. It is a comprehensive program that offers students the opportunity to specialize in one of the following three majors:

- Administrative Major (<https://calendar.macewan.ca/programs-study/certificate-diploma-programs/office-assistant/administrative-major>)
- Legal Major (<https://calendar.macewan.ca/programs-study/certificate-diploma-programs/office-assistant/legal-major>)
- Medical Major (<https://calendar.macewan.ca/programs-study/certificate-diploma-programs/office-assistant/medical-major>)

The program is well suited for individuals with strong organizational skills, an attention for details, familiarity with computers and software, a professional manner, and excellent verbal and written communication skills. Graduates are often required to work independently and in a team environment, so students who are positive and self-motivated do exceptionally well. The program has built a solid reputation with employers, resulting in a job placement rate near 100 per cent.

Transferability

Internal Opportunities

MacEwan University is committed to providing bridging and laddering opportunities to its certificate and diploma graduates. Graduates of the Office Assistant, Administrative major certificate may be granted up to 15 credits to MacEwan University's Business Management diploma. Students are advised to consult a program advisor in the respective programs for specific admission requirements.

External Opportunities

All courses completed for the Office Assistant certificate (all majors) are credit courses and may be transferable individually toward further study at other Alberta institutions. For current, detailed information on individual course and certificate transferability, refer to the Learner Pathways System at www.transferalberta.ca (<http://www.transferalberta.ca>) or contact the receiving institution directly.

Contact Information

T: 780-497-5162

E: office@macewan.ca

Categories of Admission

Applicants may be admitted to one of the following:

Regular Admission

To be evaluated through the Office of the University Registrar

Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Math 30-1 or Math 30-2
3. Three subjects from Group A, B, C, or D

Notes:

- Applicants are strongly encouraged to present a broad range of subjects in order to benefit from the breadth of learning and to increase flexibility of future program and course choices.
- A maximum of two Group B subjects may be presented; they must be from different disciplines.
- A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects).

Applicants with nine or more post-secondary credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Mature Admission

To be evaluated through the Office of the University Registrar

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Math 30-1 or Math 30-2

Applicants with nine or more post-secondary credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

Previous Post-Secondary Admission

To be evaluated through the Office of the University Registrar

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the Calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must present a minimum of 24 post-secondary credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on the 4.0 scale and must have completed the required core courses listed under the Regular or Mature Category.

Additional Admission Criteria

All applicants must meet the following:

1. English Language Proficiency

To be evaluated through the Office of the University Registrar

Applicable to All Admission Categories

All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of

standardized language evaluation. Full details are available in MacEwan University's academic calendar or online at MacEwan.ca/ELP (<http://MacEwan.ca/ELP>).

2. Other Admission Criteria

To be evaluated through the Program

Applicable to All Admission Categories

Applicants are required to successfully pass a five-minute keyboard test.

For Medical Major Only

Applicants offered admission are required to submit the following:

- A clear Police Information Check (or equivalent from another policing agency) that includes a Vulnerable Sector Search. The Police Information Check must be submitted by the published document deadline and have been issued within three months of the start of the program intake term.
- A valid Immunization record form meeting provincial regulations for health care workers.
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