

# Business Administration Program



MaKami College offers a flexible, online Business Administrative Assistant Program that gives you the tools to be successful in a professional administrative position.

We are a public, post-secondary college, and are included in the Government of Canada's List of Designated Learning Institutions.

## About the Program

MaKami College's Business Administrative Assistant Certificate Program is a 10-month, full-time program. This flexible program is offered in a blended format, with online and in-class components, allowing you to learn at your own pace, with a 160-hour practicum at the end of the program.

- Unique case study format, placing you as a recently hired Administrative Assistant in a mock company.
- Master the basic concepts and usage of Microsoft Word, Excel, PowerPoint, Outlook and Office365.
- Set-up and work within cloud web-based environments with an introduction to database applications, data storage and organization.
- Improve business writing skills, focusing on keyboarding, web content, emails, formal letters, reports and presentations.
- Improve professional communication skills and gain strategies for assessing and responding to conflict in the workplace.
- Build customer service skills and strategies for anticipating client needs, using positive care approaches to customer interactions.
- Train in the essentials for proper file management, including creation and maintenance of electronic and paper folders and files for efficient office maintenance and organization.
- Move on to focused learning in Organizational Behaviour, Planning Corporate Events, Marketing and Social Media Engagement and so much more!

Please refer to your curriculum outline for a complete course list.

# Business Administration Program



High Demand  
Occupation  
Earn \$22 – \$30 per hour

## Student Services

We know being a student can be challenging - that's why MaKami offers full support services for our students from the time they enroll to when they are established alumni.

Each student at MaKami College has access to the Student Advisory Services (SAS) department and the Strategic Academic Learning Team (SALT).

### International Tuition Costs

\$20,720 CAD

### International Student Admission

- Alberta high school diploma or non-Alberta equivalent
- Successful interview with school administration
- Must be minimum 17 years of age

### Mature Admission:

- Must be minimum 18 years of age
- Successful interview with school administration
- Successful completion of a Wonderlic Exam equal to grade 12 or above  
OR Successful completion of a post-secondary program in Canada

For additional information please check your International Student Package.

Edmonton: 780.468.3454 #137, 8330 - 82 Ave Edmonton, AB

Calgary: 403-474-0772 1600 - 3800 Memorial Drive NE