

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.

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MAKAMI
COLLEGE



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

Standard Admission

Applicants may be considered for standard admission if they meet all of the following criteria:

1. Minimum 17 years of age at the time of program start
2. Admission interview with the institution
3. Completion of one of the following:
 - Alberta High School Diploma
 - A recognized equivalent

For additional information please check your International Student Package.

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10-Month
Online Program

Mature Admission

Applicants who do not meet the standard admission requirements, including homeschool applicants, may be considered through a mature admission pathway.

Eligibility:

- Minimum 18 years of age, and
- Demonstrated readiness for post-secondary study through meeting one or more of the following:
 - Admission interview with the institution
 - Relevant work or volunteer experience
 - Successful completion of a MaKAMI College approved entrance equivalency exam
 - Completion of post-secondary studies or continuing education, including certificates, diplomas, or degrees.
 - If the credentials are from outside Canada, the International Qualifications Assessment Service (IQAS) may be accepted to determine equivalencies.

Additional Considerations

- Each application is reviewed holistically, recognizing formal education, experiential learning, and demonstrated competencies.
- Mature Admission decisions are based on academic readiness, professional experience, and learner potential, not solely on traditional credentials.
 - Credit transfer eligibility
 - Institutional approval

For additional information please check your International Student Package.

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