

FOUNDATIONAL PATHWAY FOR NEWCOMERS

English Language Training and Administrative Assistant Skill Development

Pathway to Success

Foundational Pathway for Newcomers:
English Language Training and Administrative
Assistant Skill Development Program

English 30-2
and English
Language
Proficiency

1 year MacEwan
Office Assistant
Certificate

Overview

Improve your career opportunities and prepare to become an administrative professional with our Foundational Pathway for Newcomers program. This unique skill development program combines English Language training and administrative assistant skills that take you to the next step into the 12-month Office Assistant Certificate.

Program Information

This program is fully funded by the Government of Alberta and includes:

- 12-weeks of classes
- In-person classes and instruction
- Consistent part-time schedule:
 - 4 days a week: Monday - Thursday
 - 3 hours a day: 9:00a.m. - 12:00p.m.
- Course starts: September 13 - December 13, 2024
- Free monthly bus pass
- Ongoing support provided

Intake deadline:
August 23, 2024

Eligibility

- Permanent Resident or Canadian citizen
- A minimum of CLB 6 in all skillsets of reading, writing, listening, and speaking
- Intention to enroll into English 30-2 following the completion of the Foundational Pathway for Newcomers program
- Interest in pursuing a career as an Office Administration professional
- Dedication of time and resources it takes to complete the course

Next Steps

For more information, please contact our project coordinator, May Yeung, via email at yeungm22@macewan.ca