

Canadian Certified Administrative Professional (CCAP) Course List

NAIT (JR Shaw School of Business)

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AAP Courses	JR Shaw School of Business Courses
Compulsory courses:	Compulsory courses:
Business English	COMM1101 – Communications I
Human Resources Management	HRMT2226 – Introduction to Human Resources
Organizational Behaviour	ORGB1135 – Organizational Behaviour
Supervision/Management Studies	MGMT1120 – Principles of Management
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	CMIS1150 – Business Productivity Software
Social Media	MARK3374 – Social Media Marketing (pre-req MARK1130)
Website Design/Management	MARK2279 – Web Strategies for Marketing (pre-req MARK1130)
Business Operations	Student must take one from this group
Business or Commercial Law	BLAW2205 – Business Law
Economics	ECON1110 – Microeconomics OR ECON1112 - Macroeconomics
Financial Accounting	ACCT1115 – Introductory Financial Accounting
Marketing	MARK1130 – Introduction to Marketing
Psychology	ORGB3310 – Organizational Psychology (pre-req's COMM1101, MGMT1120, ORGB1135, STAT2201)
Public Relations	PREL3378 – Public Relations (pre-req MARK2276 – Promotional Management)
Statistics	STAT2201 – Business Statistics

Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time.</i>
Project Management	PMGT2220 – Project Management (pre-req's COMM1101, MGMT1120, ORGB1135)