



Canadian Certified Administrative Professional (CCAP) Course List

MacEwan University

School of Continuing Education/Open Studies

Contact: Registrar's Office

Email: info@macewan.ca

<http://www.macewan.ca/OpenStudies>

Phone: (780) 497-5000

10700 104 Avenue NW, Edmonton AB T5J 4S2

School of Continuing Education/Office Assistant

Contact: SCE Advising

Email: office@macewan.ca

<https://www.macewan.ca/academics/programs/office-assistant/>

Phone: (780) 497-4400

10700 104 Avenue NW, Edmonton AB T5J 4S2

Note: Courses taken through the Office Assistant Program can be supplemented with courses taken through Open Studies

AAP Courses	MacEwan University- Open Studies Courses	MacEwan University-School of Continuing Education/Office Assistant Program Courses
Compulsory courses:	Compulsory courses:	Compulsory courses:
Business English	ENGL 211: Business Communications	OADM 115: Business Communication I AND OADM 125: Business Communication II
Human Resources Management	HRMT 200: Management of Human Resources	OAAS 122: Human Resource Basics
Organizational Behaviour	MGMT 122: Organizational Behaviour	<i>Not available at this time</i>
Supervision/Management Studies	ORGA 330: Managerial Skill Development	<i>Not available at this time</i>
Elective courses:	Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	MGMT 107: Business Computing	OADM 118: Document Management Technology
Social Media	<i>Not available at this time</i>	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>	OADM 135: Business Communication III <i>(Note: Prerequisite OADM 125 Business Communications is required)</i>

AAP Courses	MacEwan University- Open Studies Courses	MacEwan University-School of Continuing Education/Office Assistant Program Courses
Business Operations	Student must take one from this group	Student must take one from this group
Business or Commercial Law	LEGL 210: Business Law I	<i>Not available at this time</i>
Economics	ECON 101: Introduction to Microeconomics OR ECON 102: Introduction to Macroeconomics	<i>Not available at this time</i>
Financial Accounting	ACCT 111: Financial Accounting I	OADM 116: Business Math OR OADM 117: Bookkeeping & Accounting
Marketing	MGMT 131: Marketing	<i>Not available at this time</i>
Psychology	PSYC 104: Introductory Psychology I	<i>Not available at this time</i>
Public Relations	PREL 230: Public Relations Fundamentals and Practice	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>	<i>Not available at this time</i>
Project/Event Management	Student must take one from this group	
Event Management	<i>Not available at this time</i>	<i>Not available at this time</i>
Project Management	BUSN 330: Project Management	<i>Not available at this time</i>