



## Canadian Certified Administrative Professional (CCAP) Course List

### NAIT (JR Shaw School of Business)

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Please note that some course information changes effective September 2022

AAP Courses	JR Shaw School of Business Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	COMM1101 – Communications I
Human Resources Management	HRMT1101 – Fundamentals of Human Resource Management
Organizational Behaviour	ORGB1135 – Organizational Behaviour (co-requisite COMM1101)
Supervision/Management Studies	MGMT1120 – Principles of Management
<b>Elective courses:</b>	<b>Elective courses:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
Computer Technology – advanced courses in Excel, Access, etc.	CMIS1150 – Business Productivity Software
Social Media	MARK3374 – Social Media Marketing (pre-req MARK1130)
Website Design/Management	MARK3370- Web Content Creation (pre-req MARK2276, MARK2250)
<b>Business Operations</b>	<b>Student must take one from this group</b>
Business or Commercial Law	BLAW2205 – Business Law (pre-req COMM1101)
Economics	ECON1110 – Introduction to Microeconomics OR ECON1112 – Introduction to Macroeconomics
Financial Accounting	ACCT1115 – Introductory Financial Accounting
Marketing	MARK1130 – Introduction to Marketing
Psychology	ORGB3310 – Industrial and Organizational Psychology (pre-req's COMM1101, MGMT1120, ORGB1135, STAT2201)
Public Relations	PREL3378 – Public Relations (pre-req MARK2276 – Promotional Management)
Statistics	STAT2201 – Business Statistics (pre-req MATH1180, CMIS1101)

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