

Canadian Certified Administrative Professional (CCAP) Course List

Northwestern Polytechnic

Department of Business and Office Administration

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AAP Courses	Northwestern Polytechnic Courses
Compulsory courses:	Compulsory courses:
Business English	OA 1040 – Business Communications II
Human resources management	BA 2240 – Human Resource Management
Organizational Behaviour	BA 1380 – Organizational Behaviour I
Supervision/Management Studies	MG 2000 – Intro to Management
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer technology – advanced courses in Excel, Access, etc.	OA 1075 – Word Expert OR OA 1275 – Excel Expert
Social media	BA 2550 – Computer Applications for Marketing – Course is the same as for Website Design but credit can only be applied to one or the other and not both .
Website design/management	BA 2550 – Computer Applications for Marketing - Course is the same as for Website Design but credit can only be applied to one or the other and not both . <i>Prerequisite BA1090 and BA1150 are required or consent of instructor</i>
Business Operations	Student must take one from this group
Business or commercial law	LR 3010 – Legal Relations
Economics	BA 1540 – Intro to Business MicroEconomics
Financial accounting	BA1110 Introduction to Accounting OR OA 1310 AND OA 1320 – Bookkeeping
Marketing	BA 1090 – Intro to Marketing
Psychology	PY 1040 – Basic Psychological Processes OR PY 2410 – Social Psychology
Public relations	<i>Not available at this time</i>

Statistics	BA 2060 – Intro to Statistics for Business <i>Prerequisite BA1050 is required or consent of instructor</i>
Project/Event Management	Student must take one from this group
Event management	BA 2090 – Marketing Project Management <i>Prerequisite BA1090 is required or consent of instructor</i>
Project management	<i>Not available at this time</i>