



Canadian Certified Administrative Professional (CCAP) Course List

NorQuest College

Faculty of Business, Environment, and Technology

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AAP Courses	NorQuest College Courses
Compulsory courses:	Compulsory courses:
Business English	BUSD 1001 Business Communications I
Organizational Behaviour	BUSD 1380 Organizational Behaviour
Human Resources Management	BUSD 1009 Human Resource Management I
Supervision/Management Studies	BUSD 1013 Introduction to Management
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, Word etc.	BUSN 1168 MS Excel OR BUSN 1166 MS Word and Presentations
Social Media	BUSD 2023 Social and Digital Communications
Website Design/Management	<i>Not available at this time</i>
Business Operations	Student must take one from this group
Business or Commercial Law	BUSD 3010 Business Law
Economics	BUSD 1002 Microeconomics OR BUSD 1008 Macroeconomics
Financial Accounting	BUSD 2030 Finance I OR BUSD 1004 Introduction to Accounting
Marketing	BUSD 2008 Marketing Strategy
Psychology	<i>Not available at this time</i>
Public relations	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
Project/Event Management	Student must take one from this group
Project Management	BUSD 2024 Process Improvement
Event Management	<i>Not available at this time</i>