

# Canadian Certified Administrative Professional (CCAP) Course List

## Northwestern Polytechnic

### Department of Business and Office Administration

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AAP Courses	Northwestern Polytechnic Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	OA1040 – Business Communications II
Human resources management	BA2240 – Human Resource Management
Organizational Behaviour	BA1380 – Organizational Behaviour I
Supervision/Management Studies	MG2000 – Intro to 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.	OA1375 – Software Applications II
Social media	OA2050 – Social Media Marketing <i>Prerequisite OA2000</i>
Website design/management	BA2550 – Computer Applications for Marketing - Course is the same as for Website Design but credit can only be applied to one or the other and <b>not both</b> . <i>Prerequisite BA1090 <b>and</b> BA1150 are required or consent of instructor</i>
<b>Business Operations</b>	<b>Student must take one from this group</b>
Business or commercial law	LR3010 – Legal Relations
Economics	BA1540 – Intro to Business MicroEconomics
Financial accounting	BA1110 Introduction to Accounting
Marketing	BA1090 – Intro to Marketing
Psychology	PY1040 – Basic Psychological Processes <b>OR</b> PY2410 – Social Psychology
Public relations	<i>Not available at this time</i>
Statistics	BA2060 – Intro to Statistics for Business <i>Prerequisite BA1050 is required or consent of instructor</i>

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<b>Project/Event Management</b>	<b>Student must take one from this group</b>
Event management	BA2090 – Marketing Project Management <i>Prerequisite BA1090 is required or consent of instructor</i>
Project management	<i>Not available at this time</i>