



Created by: Academic Advising  
2021 to 2022 Academic Year

The information included in this list is subject to change

## ADMINISTRATIVE PROFESSIONAL CERTIFICATE PROGRAM COURSE LIST

EFFECTIVE FALL 2021

All courses in the Administrative Professional Certificate (OA) Program must be completed within three years of your start date.

Recommended Term:	Course Code:	Course Name:	Course Credit Weight:	Availability:	Passing Grade Requirements:	Pre-requisites:	Co-requisites:	Completion Checklist:
		Click on the course name for more information.	Full time is 9 credits or more Part-time is 8 credits or less.	Fall/ Winter/ Spring		A course that a student must pass before registering in a more advanced course.	A course that a student must be registered in at the same time as another course or completed beforehand.	
1	<a href="#">ADMN1101</a>	<a href="#">Introduction to Professional Keyboarding</a>	3 credits	F/W/S	D (50% or higher)			
	<a href="#">ADMN1301</a>	<a href="#">Document Processing</a>	3 credits	F/W/S	D (50% or higher)			
	<a href="#">MGMT1201</a>	<a href="#">Business Communication</a>	3 credits	F/W/S	D (50% or higher)			
	<a href="#">MGMT1303</a>	<a href="#">Office Finances and Spreadsheets</a>	3 credits	F/W/S	D (50% or higher)			
	<a href="#">ADMN1204</a>	<a href="#">Administrative Procedures I</a>	3 credits	F/W/S	D (50% or higher)			
2	<a href="#">ADMN1203</a>	<a href="#">Business Technology</a>	3 credits	F/W/S	D (50% or higher)	ADMN1301 or LEGL1401, MGMT1201		
	<a href="#">ADMN1303</a>	<a href="#">Advanced Office Applications</a>	3 credits	F/W/S	D (50% or higher)	ADMN1204 or ADMN1201, ADMN1301, MGMT1303		
	<a href="#">ADMN1401</a>	<a href="#">Business Focus Simulation</a>	3 credits	F/W/S	D (50% or higher)	ADMN1204 or ADMN1201, ADMN1301, MGMT1201, MGMT1303 ADMN1101		
	<a href="#">ADMN1205</a>	<a href="#">Administrative Procedures II</a>	3 credits	F/W/S	D (50% or higher)	ADMN1204 or ADMN1201, MGMT1303 or MGMT2301		
<b>TERM 2 ELECTIVES: Choose ONE of the following courses</b>								
2	<a href="#">ADMN1102</a>	<a href="#">Advanced Professional Keyboarding</a>	3 credits	F/W/S	D (50% or higher)	ADMN1101		
	<a href="#">HRES1101</a>	<a href="#">Organizational Behaviour</a>	3 credits	F/W/S	D (50% or higher)			
	<a href="#">HRES2201</a>	<a href="#">Introduction to Human Resources</a>	3 credits	F/W/S	D (50% or higher)			
	<a href="#">HUCL1101</a>	<a href="#">Role Concepts in Health Care</a>	3 credits	F/W/S	D (50% or higher)			
	<a href="#">LEGL1201</a>	<a href="#">Introduction to the Legal Profession</a>	3 credits	F/W/S	D (50% or higher)			
	<a href="#">MGMT1101</a>	<a href="#">Introduction to Management</a>	3 credits	F/W/S	D (50% or higher)			
	<a href="#">MKTG1101</a>	<a href="#">Introduction to Marketing</a>	3 credits	F/W/S	D (50% or higher)			
<b>Optional Work Experience</b>								
3	<a href="#">ADMN9998</a>	<a href="#">Employment Preparation</a>	0 credits	F/W/S		Completion of 15 program credits		
	<a href="#">ADMN9999</a>	<a href="#">Work Experience</a>	0 credits	F/W/S		<a href="#">Please visit the Work Experience page</a>		