



Created by: Academic Advising

2022 to 2023 Academic Year

The information included in this list is subject to change

ADMINISTRATIVE PROFESSIONAL CERTIFICATE PROGRAM COURSE LIST **EFFECTIVE FALL 2022**

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	Availability:	Passing Grade	Pre-requisites:	Co-requisites:	Completion Checklist:
		Click on the course name for more information.	Weight: Full time is 9 credits or more Part-time is 8 credits or less.	Fall/ Winter/ Spring	Requirements:	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	ADMN1101	Introduction to Professional Keyboarding	3 credits	F/W/S	D (50% or higher)			
	ADMN1301	Document Processing	3 credits	F/W/S	D (50% or higher)			
	MGMT1201	Business Communication	3 credits	F/W/S	D (50% or higher)			
	MGMT1303	Office Finances and Spreadsheets	3 credits	F/W/S	D (50% or higher)			
	ADMN1204	Administrative Procedures I	3 credits	F/W/S	D (50% or higher)			
2	ACCT1401	QuickBooks for Business Professionals	3 credits	F/W/S	D (50% or higher)	MGMT1303		
	ADMN1203	Business Technology	3 credits	F/W/S	D (50% or higher)	MGMT1201 and one of the following courses: ADMN1301 or LEGL1401		
	ADMN1205	Administrative Procedures II	3 credits	F/W/S	D (50% or higher)	ADMN1204 and one of the following courses: MGMT1303 or MGMT2301		
	ADMN1901	Administrative Professional Capstone	3 credits	F/W/S	D (50% or higher)	ADMN1101, ADMN1204, ADMN1301, MGMT1201, MGMT1303	ADMN1203, ADMN1205	
TERM 2 ELECTIVES: Choose ONE of the following courses								
2	ADMN1102	Advanced Professional Keyboarding	3 credits	F/W/S	D (50% or higher)	ADMN1101		
	HRES1101	Organizational Behaviour	3 credits	F/W/S	D (50% or higher)			
	HRES2201	Introduction to Human Resources	3 credits	F/W/S	D (50% or higher)			
	HUCL1101	Role Concepts in Health Care	3 credits	F/W/S	D (50% or higher)			
	LEGL1201	Introduction to the Legal Profession	3 credits	F/W/S	D (50% or higher)			
	MGMT1101	Introduction to Management	3 credits	F/W/S	D (50% or higher)			
	MKTG1101	Introduction to Marketing	3 credits	F/W/S	D (50% or higher)			
Mandatory Field Placement								
3	ADMN1999	Field Placement for Administrative Professionals	3 credits	F/W/S	Pass or Fail	Completion of 30 program credits from the following: *Required Administrative Professional Certificate courses with a minimum GPA of 2.0 *Minimum B- grade in MGMT1201 and ADMN1205		