



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

Mount Royal University

Faculty of Continuing Education and Extension

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| AAP Courses | Mount Royal University Courses |
|---|---|
| Compulsory courses: | Compulsory courses: |
| Business English | MGMT 3210: Business Communication Theory and Practice |
| Organizational behaviour | MGMT 3210: Organizational Behaviour |
| Supervision/management studies | MGMT 3276: Management Principles and Practices |
| Elective courses: | Elective courses: |
| Business or commercial law | MGMT 3230: Business Law |
| Computer technology – advanced courses in Excel, Access, etc. | COMP 4522: Database-II: Advanced Databases ^{a)} |
| Economics | ECON 1101: Principles of Microeconomics AND ECON 1103: Principles of Macroeconomics |
| Event management | <i>Not available at this time</i> |
| Financial accounting | ACCT 2121: Financial Accounting Concepts |
| Human resources management | HRES 2170: Introduction to Human Resources |
| Marketing | MKTG 2150: Introduction to Marketing |
| Project management | <i>Not available at this time</i> |
| Psychology | PSYC 1105: Introduction to Psychology |
| Public relations | <i>Not available at this time</i> |
| Social media | <i>Not available at this time</i> |
| Statistics | <i>Not available at this time</i> |
| Website design/management | <i>Not available at this time</i> |

Note: a) COMP4522 has a prerequisite: Computer Science 2503 and 2521 with a minimum grade of C-.