



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

Simon Fraser University

Professional Programs

Contact: Raveen Sanghera, Associate Director, Career and Professional Programs

Email: rsa68@sfu.ca

Phone: (778) 782-8768 / Fax: (778) 782-7485

2300 515 West Hastings Street, Vancouver BC V6B 5K3

AAP Courses	Simon Fraser University Courses
Compulsory courses:	Compulsory courses: Please provide in Course Code: Course Name format
Business English	BCPW 205: Advanced Study in Writing for Business and the Professions
Organizational behaviour	MGMT 115: Organizational Behaviour
Supervision/management studies	MGMT 120: Business Administration
Elective courses:	Elective courses: Please provide in Course Code: Course Name format
Business or commercial law	MGMT 360: Business Law
Computer technology - advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	MGMT 230: Economic Theory
Event management	<i>Not available at this time</i>
Financial accounting	MGMT 250: Financial Accounting Fundamentals
Human resources management	MGMT 310: Human Resources Management
Marketing	MGMT 240: Marketing Management
Project management	PMC 105: Project Management Foundations
Psychology	<i>Not available at this time</i>
Public relations	<i>Not available at this time</i>
Social media	MGMT 368: Social Media Marketing
Statistics	<i>Not available at this time</i>
Website design/management	<i>Not available at this time</i>