



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

University of Alberta

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AAP Courses	University of Alberta Courses
Compulsory courses:	Compulsory courses: Please provide in Course Code: Course Name format
Business English	EXGEN 3797: Grammar for Effective Writing AND EXGEN 3112: Writing Skills: Improving Style and Clarity
Organizational behaviour	EXMGT 5587: Organizational Behaviour
Supervision/management studies	EXMGT 5577: Introduction to Management
Elective courses:	Elective courses: Please provide in Course Code: Course Name format
Business or commercial law	EXMGT 5566: Commercial Law
Computer technology	<i>Not available at this time</i>
Economics	<i>Not available at this time</i>
Event management	<i>Not available at this time</i>
Financial accounting	EXMGT 5516: Financial Management and Budgeting
Human resources management	EXMGT 5596: Human Resources Foundations
Marketing	EXMGT 5584: Marketing
Project management	EXMGT 5427: Project Management Essentials AND EXMGT 5443: Project Management: Risk and Resourcing AND EXMGT 5444: Project Management: From Communication to Closure
Psychology	<i>Not available at this time</i>
Public relations	<i>Not available at this time</i>
Social media ^{a)}	EXSM 5510: Fundamentals of Social Media AND EXSM 3988: Effective Social Media Communication
Statistics	EXMGT 5447: Business Analytics for Managers
Website design/management	<i>Not available at this time</i>

Note: a) These courses are also part of the Social Media Marketing and Communications Citation available through the University of Alberta. Visit <http://www.extension.ualberta.ca/study/communications/sm/> for more information.