

## Canadian Certified Administrative Professional (CCAP) Course List

### University of Regina

#### Centre for Continuing Education – Career and Professional Development

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AAP Courses	University of Regina Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b> Please provide in Course Code: Course Name format
Business English	PR 101: Writing and Editing for Public Relations
Organizational behaviour	BUS 260: Organizational Behaviour
Supervision/management studies	BUS 361: Management of Performance
<b>Elective courses:</b>	<b>Elective courses:</b> Please provide in Course Code: Course Name format
Business or commercial law	BUS 307: Business Law
Computer technology – advanced courses in Excel, Access, etc.	CS 100: Computer Science <b>OR</b> CS 270: Management Information Systems
Economics	ECON 100: Introductory Economics <b>OR</b> ECON 201: Microeconomics
Event management	SRS 230: Venue and Event Management
Financial accounting	BUS 285: Introduction to Financial Accounting <b>OR</b> BUS 288: Introduction to Managerial Accounting
Human resources management	BUS 250: Introduction to Human Resource Management and Industrial Relations
Marketing	BUS 210: Introduction to Marketing
Project management	<i>Not available at this time</i>
Psychology	PSYC 101: Introductory Psychology A
Public relations	PR 100: Foundations of Public Relations
Social media	<i>Not available at this time</i>
Statistics	STAT 100: Elementary Statistics for Applications
Website design/management	<i>Not available at this time</i>