



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### Keyano College

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| AAP Courses   | Keyano College Courses   |
|---|--|
| <b>Compulsory courses:</b>                                    | <b>Compulsory courses:</b>   |
| Business English  | BUS100: Business Communications <b>AND</b><br>BUS101: Report Writing and Presentations |
| Organizational behaviour                                      | BUS270: Organizational Behaviour   |
| Supervision/management studies                                | BUS191: Management   |
| <b>Elective courses:</b>                                      | <b>Elective courses:</b>   |
| Business or commercial law                                    | BUS260: Business Law   |
| Computer technology - advanced courses in Excel, Access, etc. | BUS103: Introductory Business Computing  |
| Economics   | ECON101: Microeconomics <b>OR</b><br>ECON102: Macroeconomics                           |
| Event management  | <i>Not available at this time</i>  |
| Financial accounting  | BUS130: Financial Accounting I <b>AND</b><br>BUS131: Financial Accounting II           |
| Human resources management                                    | BUS271: Human Resource Management  |
| Marketing   | BUS239: Marketing  |
| Project management  | BUS294: Project Management   |
| Psychology  | PSYCH103: Introductory Psychology (University Studies)                                 |
| Public relations  | <i>Not available at this time</i>  |
| Social media  | <i>Not available at this time</i>  |
| Statistics  | BUS111: Business Statistics  |
| Website design/management                                     | <i>Not available at this time</i>  |