



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### Simon Fraser University

#### Professional Programs

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AAP Courses	Simon Fraser University Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
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
<b>Elective courses:</b>	<b>Elective courses:</b>
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>