



Canadian Certified Administrative Professional (CCAP) Course List

University of Guelph

Open Learning and Educational Support

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AAP Courses	University of Guelph Courses
Compulsory courses:	Compulsory courses:
Business English	<i>Not available at this time</i>
Organizational behaviour	100-0005: Organization and Management ^{a)}
Supervision/management studies	MGMT*2150DE: Introduction to Canadian Business Management
Elective courses:	Elective courses:
Business or commercial law	MCS*3040: Business and Commercial Law
Computer technology – advanced courses in Excel, Access, etc.	CIS*1000DE: Intro to Computer Applications
Economics	ECON*1050: Introductory Microeconomics OR ECON*1100: Introductory Macroeconomics
Event management	<i>Not available at this time</i>
Financial accounting	100-0017: Finance and Accounting Concepts ^{a)} OR ACCT*1220DE: Introduction to Financial Accounting
Human resources management	100-0001: Human Resources Administration ^{a)} OR HROB*3000DE: Human Resources Management
Marketing	MCS*1000DE: Introductory Marketing
Project management	PSYC*1100DE: Principles of Behaviour
Psychology	PSYC*1000: Introduction to Psychology
Public relations	<i>Not available at this time</i>
Social media	<i>Not available at this time</i>
Statistics	STAT*2040: Statistics I
Website design/management	<i>Not available at this time</i>

Note: a) Non-degree credit course. The remainder are degree credit courses.