



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

MacEwan University

School of Continuing Education/Open Studies

Contact: Registrar's Office

Email: info@macewan.ca

<http://www.macewan.ca/OpenStudies>

Phone: (780) 497-5000

10700 104 Avenue NW, Edmonton AB T5J 4S2

AAP Courses	MacEwan University Courses
Compulsory courses:	Compulsory courses:
Business English	ENGL 211: Business Communications
Organizational behaviour	MGMT 122: Organizational Behaviour
Supervision/management studies	ORGA 330: Managerial Skill Development
Elective courses:	Elective courses:
Business or commercial law	LEGL 210: Business Law I
Computer technology – advanced courses in Excel, Access, etc.	MGMT 107: Business Computing
Economics	ECON 101: Introduction to Microeconomics OR ECON 102: Introduction to Macroeconomics
Event management	<i>Not available at this time</i>
Financial accounting	ACCT 111: Financial Accounting I
Human resources management	HRMT 200: Management of Human Resources
Marketing	MGMT 131: Marketing
Project management	BUSN 330: Project Management
Psychology	PSYC 104: Introductory Psychology I
Public relations	PREL 230: Public Relations Fundamentals and Practice
Social media	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
Website design/management	<i>Not available at this time</i>