



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### Algonquin College

#### Centre for Continuing and Online Learning

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AAP Courses	Algonquin College Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b> Please provide in Course Code: Course Name format
Business English	ENL1813: Communications I
Organizational behaviour	MGT2382: Organizational Behaviour
Supervision/management studies	MGT2310: Management Principles
<b>Elective courses:</b>	<b>Elective courses:</b> Please provide in Course Code: Course Name format
Business or commercial law	LAW1702: Business Law
Computer technology - advanced courses in Excel, Access, etc.	BUS2301: Business Computer Applications
Economics	ECO2305: Microeconomics OR ECO2306: Macroeconomics
Event management	<i>Not available at this time</i>
Financial accounting	ACC2201: Financial Accounting I
Human resources management	MGT2381: Human Resources Management
Marketing	MKT2205: Marketing Foundations
Project management	MGT5164: Introduction to Project Management
Psychology	PSY1754: Psychology Introduction
Public relations	<i>Not available at this time</i>
Social media	COM0011: Introduction to Social Media
Statistics	QUA2221: Statistics
Website design/management	<i>Not available at this time</i>