



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

Athabasca University

Distance Learning

Contact: Student Support Centre, Faculty of Business

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Phone: 1-800-468-6531

1 University Drive, Athabasca AB T9S 3A3

AAP Courses	Athabasca University Courses
Compulsory courses:	Compulsory courses: Please provide in Course Code: Course Name format
Business English	ADMN 233: Writing Skills OR ENGL 255: Introductory Composition
Organizational behaviour	ORGB 364: Organizational Behaviour
Supervision/management studies	ADMN 201: Introduction to Business Studies
Elective courses:	Elective courses: Please provide in Course Code: Course Name format
Business or commercial law	LGST 369: Commercial Law
Computer technology - advanced courses in Excel, Access, etc.	COMP 266: Intro to Web Programming
Economics	ECON 247: Microeconomics OR ECON 248: Macroeconomics
Event management	<i>Not available at this time</i>
Financial accounting	ACCT 253: Introductory Financial Accounting OR ACCT 250: Accounting for Managers
Human resources management	HRMT 386/ORGB 386: Introduction to Human Resource Management
Marketing	MKTG 396: Introduction to Marketing
Project management	ADMN 205: Introduction to Project Management
Psychology	PSYC 289: Psychology as a Natural Science
Public relations	CMNS 444: Media Relations
Social media	<i>Not available at this time</i>
Statistics	MGSC 301: Management Science OR MATH 215: Mathematics
Website design/management	<i>Not available at this time</i>