



Canadian Certified Administrative Professional (CCAP) Course List

McGill University

School of Continuing Studies

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AAP Courses	McGill University Courses
Compulsory courses:	Compulsory courses:
Business English ¹	CEEN 402 English Communication and Cultural Patterns OR CEEN 403 Strategic Communication in English
Organizational behaviour ²	CORG 225: Foundation of Organizational Behaviour and Administration OR CORG 551: Organizational Behaviour
Supervision/management studies ³	CGMG 282: Introduction to Business
Elective courses:	Elective courses:
Business or commercial law	CCLW 205: Introduction to Business Law
Computer technology – advanced courses in Excel, Access, etc. ⁴	CCCS 280: Introduction to Computer Information Systems
Economics	CMSC 310: Managerial Economics and Analysis OR CEC2 532: Business Economics
Event management	CPRL 532: Event Management OR CPRL 228: Event Management
Financial accounting ⁵	CACC 220 accounting concepts for Management OR CACC 521: Concepts of Financial Accounting
Human resources management	CORG 420 Human Resource Management: Theory and Practice OR CORG 555: Strategic Human Resources Management

¹ <https://www.mcgill.ca/continuingstudies/area-of-study/languages>. Communicate with the Assistant Area Coordinator, Margaret Levy, at margaret.levy@mcgill.ca.

² <https://mcgill.ca/continuingstudies/program/certificate-cert-human-resources-management>

³ <https://mcgill.ca/continuingstudies/program/certificate-cert-management>

⁴ Communicate with the Area Coordinator of IT, Dr. Hang Lau, at hang.lau@mcgill.ca.

⁵ Communicate with the Area Coordinator of Finance, TBA.

AAP Courses	McGill University Courses
Marketing ⁶	CMRK 200: Fundamentals of Marketing OR CMRK 325: Global Marketing OR CMR2 542: Marketing Principles and Applications OR CMR2 566: Global Marketing Management
Project management	CGM2 510: Project Management: Tools and Techniques
Psychology	EDPC 501: Principles of Helping Relations
Public relations	<i>Not available at this time</i>
Social media	<i>Not available at this time</i>
Statistics ⁷	CMS2 521: Applied Management Statistics
Website design/management	<i>Not available at this time</i>

⁶ Communicate with the Area Coordinator of Marketing, Dr. Nicolette Papastefanou, at nicolette.papastefanou@mcgill.ca.

⁷ Communicate with the Area Coordinator of Statistics, Paul Robert Chouha, at paul.chouha@mcgill.ca.