

Canadian Certified Administrative Professional (CCAP) Course List

Algonquin College

AC Online

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AAP Courses	Algonquin College Courses
Compulsory courses:	Compulsory courses:
Business English	ENL1813: Communications I
Human Resources Management	MGT2381: Human Resources Management
Organizational Behaviour	MGT2382: Organizational Behaviour
Supervision/Management Studies	MGT2310: Management Principles
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	BUS2301: Business Computer Applications
Social Media	COM0011: Introduction to Social Media
Website Design/Management	<i>Not available at this time</i>
Business Operations	Student must take one from this group
Business or Commercial Law	LAW1702: Business Law
Economics	ECO2305: Microeconomics OR ECO2306: Macroeconomics
Financial Accounting	ACC2201: Financial Accounting I
Marketing	MKT2205: Marketing Foundations
Psychology	PSY1754: Psychology Introduction
Public Relations	<i>Not available at this time</i>
Statistics	QUA2000 Statistics
Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	MGT5164: Introduction to Project Management