



Canadian Certified Administrative Professional (CCAP) Course List

Keyano College

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AAP Courses	Keyano College Courses
Compulsory courses:	Compulsory courses:
Business English	BUS100: Business Communications AND BUS101: Report Writing and Presentations
Human Resources Management	BUS271: Human Resource Management
Organizational Behaviour	BUS270: Organizational Behaviour
Supervision/Management Studies	BUS191: Management
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	BUS103: Introductory Business Computing
Social Media	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>
Business Operations	Student must take one from this group
Business or Commercial Law	BUS260: Business Law
Economics	ECON101: Microeconomics OR ECON102: Macroeconomics
Financial Accounting	BUS130: Financial Accounting I AND BUS131: Financial Accounting II
Marketing	BUS239: Marketing
Statistics	BUS111: Business Statistics
Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	BUS294: Project Management