

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
Human Resources Management	CORG 420 Human Resource Management: Theory and Practice OR CORG 555: Strategic Human Resources Management
Organizational Behaviour ²	CORG 225: Foundation of Organizational Behaviour and Administration OR CORG 551: Behaviour in Organizations
Supervision/Management Studies ³	CGMG 282: Introduction to Business
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc. ⁴	CCCS 280: Introduction to Computer Information Systems
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	CCLW 205: Introduction to Business Law
Economics	CMSC 310: Managerial Economics and Analysis OR

¹ <https://www.mcgill.ca/continuingstudies/area-of-study/languages>. Communicate with the Program Coordinator, English for Professional Communication, Margaret Levey, at margaret.levey@mcgill.ca.

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

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

⁴ Communicate with the Academic Program Coordinator Information Technology and Supply Chain Management, , Dr. Hang Lau, at hang.lau@mcgill.ca.

AAP Courses	McGill University Courses
	CEC2 532: Business Economics
Financial Accounting ⁵	CACC 220 Accounting Concepts for Management OR CACC 521: Concepts of Financial Accounting
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
Psychology	EDPC 501: Principles of Helping Relations <i>Note: Offered by the Educational & Counselling Psych (Faculty of Education)</i>
Public Relations	<i>Not available at this time</i>
Statistics ⁷	CMS2 521: Applied Management Statistics
Project/Event Management	Student must take one from this group
Event Management	CPRL 532: Public Relations Event Management OR CPRL 228: Event Management
Project Management	CGM2 510: Project Management: Tools and Techniques

⁵ Communicate with the Academic Program Coordinator, Accounting, Clémence Rannou-Stanley, at clemence.rannou-stanley@mcgill.ca,

⁶ Communicate with the Academic Program Coordinator, Public Relations and Marketing, Dr. Nicolette Papastefanou, at nicolette.papastefanou@mcgill.ca.

⁷ Communicate with the Academic Program Coordinator, Mathematics and Statistics, Paul Robert Chouha, at paul.chouha@mcgill.ca.