



Canadian Certified Administrative Professional (CCAP) Course List

McMaster University

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AAP Courses	McMaster University Courses
Compulsory courses:	Compulsory courses:
Business English	BUS 850: Business Communications
Human Resources Management	HRM 901: Human Resources Management
Organizational Behaviour	HRM 821: Organizational Behaviour
Supervision/Management Studies	BUS 847: Principles and Practices of Supervision
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	PUB 111: Building Social Media Relations OR PUB 113: Social Media Research and Techniques OR WEB 201: Fundamentals of Web Design: Principles and Practices of Website Design
Social Media	PUB 113: Social Media Research and Techniques
Website Design/Management	WEB 201: Fundamentals of Web Design: Principles and Practices of Website Design
Business Operations	Student must take one from this group
Business or Commercial Law	BUS 436: Business Law
Economics	ACC 818: Economics
Financial Accounting	HRM 817: Business Finance and Accounting OR ACC 925: Introduction to Financial Accounting
Marketing	MKT 819: Introduction to Marketing
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>
Statistics	ACC 855: Business Statistics

Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	PMP 101: Project Management Module I