



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

Red Deer College

Donald School of Business

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AAP Courses	Red Deer College Courses
Compulsory courses:	Compulsory courses:
Business English	COMM 250: Business and Workplace Writing
Human Resources Management	BADM 281: Human Resource Management
Organizational Behaviour	BUS 303: Introduction to Organizational Behaviour
Supervision/Management Studies	BADM 110: Introduction to Management
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology	BADM 210: Business Technology I
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	BUS 311: Legal Foundations of the Canadian Economy
Economics	ECON 100: Introduction to Business Microeconomics ECON 101: Introduction to Business Macroeconomics
Financial Accounting	ACCT 102: Introductory Accounting I ACCT 103: Introductory Accounting II ACCT 202: Introductory Financial Accounting APRO 126: Basic Accounting
Marketing	BADM 132: Introduction to Marketing
Psychology	<i>Not available at this time.</i>
Public Relations	<i>Not available at this time.</i>
Statistics	BADM 111: Introduction to Statistics BUS 306: Introduction Business Statistics I

Project/Event Management	Student must take one from this group
Event Management	BADM 249: Events Management
Project Management	BADM 253: Project Management