

## Canadian Certified Administrative Professional (CCAP) Course List

### University of Alberta

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AAP Courses	University of Alberta Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	<a href="#">EXGEN 3797</a> : Grammar for Effective Writing <b>AND</b> <a href="#">EXGEN 3112</a> : Writing Skills: Improving Style and Clarity
Human Resources Management	<a href="#">EXMGT 5596</a> : Human Resources Foundations
Organizational Behaviour	<a href="#">EXMGT 5587</a> : Organizational Behaviour
Supervision/Management Studies	<a href="#">EXMGT 5577</a> : Introduction to Management
<b>Elective courses:</b>	<b>Elective courses:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
Computer Technology	<i>Not available at this time</i>
Social Media <sup>a)</sup>	<a href="#">EXSM 5510</a> : Fundamentals of Social Media <b>AND</b> <a href="#">EXSM 5511</a> : Integrated Social Media Marketing Strategy OR <a href="#">EXSM 5512</a> : Analytics & Reporting for Social Media OR <a href="#">EXSM 3989</a> : Digital Storytelling
Website Design/Management	<i>Not available at this time</i>
<b>Business Operations</b>	<b>Student must take one from this group</b>
Business or Commercial Law	<a href="#">EXMGT 5566</a> : Commercial Law
Economics	<i>Not available at this time</i>
Financial Accounting	<a href="#">EXMGT 5515</a> : Financial Management and Budgeting
Marketing	<a href="#">EXMGT 5584</a> : Marketing
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>
Statistics	<a href="#">EXMGT 5447</a> : Business Analytics for Managers

Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	<a href="#">EXMGT 5427</a> : Project Management Essentials <b>AND</b> <a href="#">EXMGT 5443</a> : Project Management: Risk and Resourcing <b>AND</b> <a href="#">EXMGT 5444</a> : Project Management: From Communication to Closure

Note: a) These courses are also part of the Social Media Marketing and Communications Citation available through the University of Alberta. Visit <http://www.extension.ualberta.ca/study/communications/sm/> for more information.