



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### Simon Fraser University

#### Professional Programs

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AAP Courses	Simon Fraser University Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	BCPW 205: Advanced Study in Writing for Business and the Professions
Human Resources Management	MGMT 310: Human Resources Management
Organizational Behaviour	MGMT 115: Organizational Behaviour
Supervision/Management Studies	MGMT 120: Business Administration
<b>Elective courses:</b>	<b>Elective courses:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Social Media	MGMT 368: Social Media Marketing
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	MGMT 360: Business Law
Economics	MGMT 230: Economic Theory
Financial Accounting	MGMT 250: Financial Accounting Fundamentals
Marketing	MGMT 240: Marketing Management
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
<b>Project/Event Management</b>	<b>Student must take one from this group</b>
Event Management	<i>Not available at this time</i>
Project Management	PMC 105: Project Management Foundations