



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

University of Guelph

Open Learning and Educational Support

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AAP Courses	University of Guelph Courses
Compulsory courses:	Compulsory courses:
Business English	<i>Not available at this time</i>
Human Resources Management	100-0001: Human Resources Administration ^{a)} OR HROB*3000DE: Human Resources Management OR 100-0004 Human Resources Planning OR 100-0015 Training and Development
Organizational Behaviour	100-0005: Organization and Management ^{a)} OR HROB*2090 Individuals and Groups in Organizations
Supervision/Management Studies	MGMT*2150DE: Introduction to Canadian Business Management
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	CIS*1000DE: Intro to Computer Applications
Social Media	<i>Not available at this time</i>
Website Design/Management	CIS*1050 Web Design and Development
Business Operations	Student must take one from this group
Business or Commercial Law	MCS*3040: Business and Commercial Law OR 100-0019 Labour-Management Relations
Economics	ECON*1050: Introductory Microeconomics OR ECON*1100: Introductory Macroeconomics
Financial Accounting	100-0017: Finance and Accounting Concepts ^{a)} OR ACCT*1220DE: Introduction to Financial Accounting
Marketing	MCS*1000DE: Introductory Marketing

Psychology	PSYC*1000: Introduction to Psychology OR PSYC*1100DE: Principles of Behaviour
Public Relations	<i>Not available at this time</i>
Statistics	STAT*2040: Statistics I
Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	<i>Not available at this time</i>

Note: a) Non-degree credit course. The remainder are degree credit courses.