



## Canadian Certified Administrative Professional (CCAP) Course List

### Collège la Cité

#### Centre de formation continue

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AAP Courses	Collège la Cité Courses	Mode de Livraison
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>	
Business English	18574 ENL: English Business Writing	Online
Human Resources Management	<i>Not available at this time</i>	On campus &/or online
Organizational Behaviour	20458 GES: Comportement organisationnel	On campus &/or online
Supervision/Management Studies	21679 GES: Recrutement et sélection du personnel	On campus &/or online
<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.	22539 IFM: Excel, fonctions avancées <b>OR</b> 22734 IFM: Word, fonctions avancées	Online Online
Social Media	21916 GEN: Introduction aux medias sociaux	Online
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	<i>Not available at this time</i>	<i>n/a</i>
Economics	<i>Not available at this time</i>	On campus &/or online
Financial Accounting	<i>Not available at this time</i>	On campus &/or online
Marketing	<i>Not available at this time</i>	On campus &/or online
Psychology	15540 FGE: Psychologie due développement I <b>AND</b> 20628 FGE: Psychologie due développement II	Online

AAP Courses	Collège la Cité Courses	Mode de Livraison
Public Relations	11335 REL: Relations publiques	Online
Statistics	20465 QUA: Statistiques	Online
<b>Project/Event Management</b>		<b>Student must take one from this group</b>
Event Management	<i>Not available at this time</i>	<i>n/a</i>
Project Management	<i>Not available at this time</i>	On campus &/or online