



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### Red Deer Polytechnic

#### Donald School of Business

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AAP Courses	Red Deer College Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
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
<b>Elective courses:</b>	<b>Elective courses:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
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>
<b>Business Operations</b>	<b>Student must take one from this group</b>
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

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