



## Canadian Certified Administrative Professional (CCAP) Course List

### Seneca College

#### Faculty of Continuing Education and Training

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AAP Courses	Seneca College Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	COM101 <sup>a)</sup> College English <b>OR</b> COM111 <sup>b)</sup> College English <b>OR</b> EAC894 <sup>c)</sup> Business Writing
Human Resources Management	HRA701 Introduction to Human Resources Management
Organizational Behaviour	OBR250 Organizational Behaviour
Supervision/Management Studies	MG5600 <sup>a)</sup> Management Studies: Supervision <b>OR</b> LDS504 <sup>b)</sup> Managing Performance
<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.	SMS210 Microcomputer Applications for Business <sup>c)</sup>
Social Media	<i>Not available at this time</i>
Website Design/Management	WDC100 Web Page Design and Creation
<b>Business Operations</b>	<b>Student must take one from this group</b>
Business or Commercial Law	ALW382 Business Law
Marketing	MRK106 Marketing I <b>AND</b> MRK200 Marketing II
Economics	ECN501 Introduction to Principles of Economics - Microeconomics <b>OR</b> ECN502 Introduction to Principles of Economics – Macroeconomics
Financial Accounting	ACC120 Accounting Basics I <b>AND</b> ACC220 Accounting Basics II

Psychology	PSY100 Introduction to Psychology <b>OR</b> PSY181 Learning, Thinking, and Problem-Solving <b>OR</b> LSO260 Principles of Psychology
Public Relations	<i>Not available at this time</i>
Statistics	QNM222 Business Statistics <sup>c)</sup>
<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	PMP200 Project Management Tools and Techniques

Notes:

- a) ELL100: English Assessment and Placement is required prior to registration in COM101.
- b) EAC894 requires completion of COM101.
- c) The course outline on the Seneca College web site may state a prerequisite course is needed; however, it may not be a hard requirement. Confirm with Seneca College before enrolling.

ELL100: English Assessment and Placement results will be used to determine the appropriate English course that matches the student's current skill level. The English assessment consists of an oral fluency assessment and a written component. The oral fluency assessment will consist of specific questions asked to determine level (10–15 minutes). The writing assessment allows one hour for the student to write a five-paragraph essay.