

Canadian Certified Administrative Professional (CCAP) Course List

Athabasca University

Distance Learning

Contact: Student Support Centre, Faculty of Business

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1 University Drive, Athabasca AB T9S 3A3

AAP Courses	Athabasca University Courses
Compulsory courses:	Compulsory courses:
Business English	ADMN 233: Writing in Organizations OR ENGL 255: Introductory Composition
Human Resources Management	HRMT 386: Introduction to Human Resource Management
Organizational Behaviour	ORGB 364: Organizational Behaviour
Supervision/Management Studies	ADMN 201: Introduction to Business Studies OR ADMN 232: Introduction to Management
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	COMP 266: Introduction to Web Programming
Social Media	<i>Not available at this time</i>
Website Design/Management	CMIS 314: Web Applications with Visual Studio (prerequisite CMIS 214 required)
Business Operations	Student must take one from this group
Business or Commercial Law	LGST 369: Commercial Law
Economics	ECON 247: Microeconomics OR ECON 248: Macroeconomics
Financial Accounting	ACCT 253: Introductory Financial Accounting OR ACCT 250: Accounting for Managers
Marketing	MKTG 396: Introduction to Marketing
Psychology	PSYC 289: Psychology as a Natural Science
Public Relations	CMNS 444: Media Relations
Statistics	MGSC 301: Statistics for Business and Economics OR MATH 215: Introduction to Statistics

Project/Event Management	Student must take one from this group
Project Management	MGSC 205: Introduction to Project Management
Event Management	<i>Not available at this time</i>