

Canadian Certified Administrative Professional (CCAP) Course List

Red Deer Polytechnic

Donald School of Business, Science, and Technology

Student Connect Centre

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100 College Boulevard, Box 5005, Red Deer AB T4N 5H5

AAP Courses	Red Deer College Courses
Compulsory courses:	Compulsory courses:
Business English	COMM 250: Business and Workplace Writing
Human Resources Management	HRM 1281: Human Resource Management
Organizational Behaviour	HRM 2530: Organizational Culture
Supervision/Management Studies	BUS 2110: Management Principles
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology	BUS 1210: Data and Information Management
Social Media	MKT 3234: Digital and Social Media Marketing
Website Design/Management	<i>Not available at this time.</i>
Business Operations	Student must take one from this group
Business or Commercial Law	BUS 2311: Business Law
Economics	ECON 1100: Business Microeconomics ECON 1101: Business Macroeconomics
Financial Accounting	ACCT 1001: Introductory Financial Accounting I APRO 126: Basic Accounting
Marketing	MKT 1132: Marketing Principles
Psychology	PSYC 260: Principles of Psychology I
Public Relations	<i>Not available at this time.</i>
Statistics	BUS 2306: Business Statistics I BUS 306: Introduction Business Statistics I



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