Canadian Certified Administrative Professional (CCAP) Course List

University of Alberta

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AAP Courses	University of Alberta Courses
Compulsory courses:	**Compulsory courses:**
Business English	*Not available at this time*
Human Resources Management	EXMGT 5596: Human Resources Foundations
Organizational Behaviour	EXMGT 5587: Organizational Behaviour
Supervision/Management Studies	EXMGT 5577: Introduction to Management
Elective courses:	**Elective courses:**
Technology/Computer Skills	**Student must take one from this group**
Computer Technology	*Not available at this time*
Social Media [a)]	EXSM 5510: Social Media Foundations **AND** EXSM 5511: Integrated Social Media Marketing Strategy OR EXSM 5512: Analytics & Reporting for Digital Media OR EXSM 3989: Digital Storytelling
Website Design/Management	*Not available at this time*
Business Operations	**Student must take one from this group**
Business or Commercial Law	EXMGT 5566: Commercial Law
Economics	*Not available at this time*
Financial Accounting	EXMGT 5515: Financial Management and Budgeting
Marketing	*Not available at this time*
Psychology	*Not available at this time*
Public Relations	*Not available at this time*
Statistics	*Not available at this time*

Project/Event Management	Student must take one from this group
Event Management	*Not available at this time*
Project Management	EXMGT 5427: Project Management Essentials **AND** EXMGT 5443: Project Management: Risk and Resourcing **AND** EXMGT 5444: Project Management: From Communication to Closure

Note: a) These courses are also part of the Social Media Certificate available through the University of Alberta. Visit https://ext.ualberta.ca/enroll/social-media for more information.