



## Canadian Certified Administrative Professional (CCAP) Course List

### University of Guelph

Open Learning and Educational Support  
University of Guelph  
Johnston Hall, Room 160  
Guelph, ON N1G 2W1 | Canada  
Phone: (519) 767-5000  
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AAP Courses	University of Guelph Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	<i>Not available at this time</i>
Human Resources Management	100-0001: Human Resources Administration <sup>a)</sup> <b>OR</b> 100-0004 Human Resources Planning <b>OR</b> 100-0015 Training and Development <b>OR</b> 100-0023 Recruitment and Selection
Organizational Behaviour	100-0005: Organization and Management <sup>a)</sup> <b>OR</b> HROB*2090 Individuals and Groups in Organizations
Supervision/Management Studies	MGMT*2150DE: Introduction to Canadian Business 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 – advanced courses in Excel, Access, etc.	CIS*1000DE: Intro to Computer Applications
Social Media	<i>Not available at this time</i>
Website Design/Management	CIS*1050 Web Design and Development
<b>Business Operations</b>	<b>Student must take one from this group</b>
Business or Commercial Law	MCS*3040: Business and Commercial Law <b>OR</b> 100-0019 Labour-Management Relations
Economics	ECON*1050: Introductory Microeconomics <b>OR</b> ECON*1100: Introductory Macroeconomics
Financial Accounting	100-0017: Finance and Accounting Concepts <sup>a)</sup> <b>OR</b> ACCT*1220DE: Introduction to Financial Accounting
Marketing	MCS*1000DE: Introductory Marketing

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Public Relations	<i>Not available at this time</i>
Statistics	STAT*2040: Statistics I
<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	<i>Not available at this time</i>

Note: a) Non-degree credit course. The remainder are degree credit courses.