



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

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
Board Governance	GOVN 400 Governance and Leadership
Business or Commercial Law	LGST 369: Commercial Law
Change Management	ORG 390 Managing Change
Critical Thinking	PHIL 252 Critical Thinking
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>