



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

McMaster University

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AAP Courses	McMaster University Courses
Compulsory courses:	Compulsory courses:
Business English	BUS 850: Business Communications
Human Resources Management	HRM 901: Human Resources Management
Organizational Behaviour	HRM 821: Organizational Behaviour
Supervision/Management Studies	BUS 847: Principles and Practices of Supervision
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Social Media	MKT 108 Social Media Strategy and Management OR DMK 101 - Fundamentals of Digital Marketing
Website Design/Management	FDV 101 Website Development
Business Operations	Student must take one from this group
Board Governance	<i>Not available at this time</i>
Business or Commercial Law	BUS 436: Business Law
Change Management	MGT 203: Change Management
Critical Thinking	CCD 102 C21: Critical Thinking For Problem Solving
Economics	ACC 818: Economics
Financial Accounting	BUS 860 Foundations of Business Finance OR HRM 817: Business Finance and Accounting OR ACC 925: Introduction to Financial Accounting
Marketing	MKT 819: Introduction to Marketing
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>

AAP Courses	McMaster University Courses
Statistics	ACC 855: Business Statistics
Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	PMP 401 Project Management Fundamentals