



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

Simon Fraser University

Professional Programs

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2300 515 West Hastings Street, Vancouver BC V6B 5K3

AAP Courses	Simon Fraser University Courses
Compulsory courses:	Compulsory courses:
Business English	BCPW 205: Efficient Business and Professional Writing
Human Resources Management	<i>Not available at this time</i>
Organizational Behaviour	CHRM 210 Organizational Engagement
Supervision/Management Studies	MGMT 120: Business Administration
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	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>
Business Operations	Student must take one from this group
Business or Commercial Law	MGMT 360: Business Law
Economics	MGMT 230: Economic Theory
Financial Accounting	MGMT 250: Financial Accounting Fundamentals
Marketing	MGMT 240: Marketing Management
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	PMC 105: Project Management Foundations