Course List
Canadian Certified Administrative Professional (CCAP)
Canadian Certified Administrative Professional Associate ($CCAP_A$)

University of Alberta

Online and Continuing Education
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10230 Jasper Avenue NW, Edmonton AB T6G 2T4

AAP Courses	University of Alberta Courses
Compulsory courses:	**Compulsory courses:**
Note: *Only compulsory course for $CCAP_A$ is Business English; All four compulsory courses are required for CCAP*	
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	EXSM 5510: Social Media Foundations **AND** EXSM 5511: Integrated Social Media Marketing Strategy
Website Design/Management	*Not available at this time*
Business Operations	**Student must take one from this group**
Board Governance	*Not available at this time*
Business or Commercial Law	*Not available at this time*
Change Management	*Not available at this time*
Critical Thinking	*Not available at this time*
Economics	*Not available at this time*
Financial Accounting	EXMGT 5515: Financial Management and Budgeting
Marketing	*Not available at this time*
Public Relations	*Not available at this time*
Statistics	*Not available at this time*

Last updated: January 20, 2025

AAP Courses	University of Alberta Courses
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