

Canadian Certified Administrative Professional (CCAP) Course List

University of Regina

Centre for Continuing Education – Career and Professional Development

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AAP Courses	University of Regina Courses
Compulsory courses:	Compulsory courses:
Business English	PR 101: Writing and Editing for Public Relations
Human Resources Management	BUS 250: Introduction to Human Resource Management and Industrial Relations
Organizational Behaviour	BUS 260: Organizational Behaviour
Supervision/Management Studies	BUS 361: Management of Performance
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	CS 100: Computer Science OR CS 270: Management Information Systems
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	BUS 307: Business Law
Economics	ECON 100: Introductory Economics OR ECON 201: Microeconomics
Financial Accounting	BUS 285: Introduction to Financial Accounting OR BUS 288: Introduction to Managerial Accounting
Marketing	BUS 210: Introduction to Marketing
Psychology	PSYC 101: Introductory Psychology A
Public Relations	PR 100: Foundations of Public Relations
Statistics	STAT 100: Elementary Statistics for Applications

Project/Event Management	Student must take one from this group
Event Management	SRS 230: Venue and Event Management
Project Management	<i>Not available at this time</i>