



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### University of Saskatchewan

#### Edwards School of Business

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AAP Courses	University of Saskatchewan Courses <sup>1</sup>
<b>Compulsory courses:</b>	<b>Compulsory courses:</b> Please provide in Course Code: Course Name format
Business English	COMM 101: Introduction to Business
Organizational behaviour	COMM 105: Introduction to Organizational Behaviour
Supervision/management studies	COMM 348: Leadership
<b>Elective courses:</b>	<b>Elective courses:</b> Please provide in Course Code: Course Name format
Business or commercial law	COMM 304: Introduction to Business Law
Computer technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	COMM 345: Business and Public Policy
Event management	<i>Not available at this time</i>
Financial accounting	COMM 201: Introduction to Financial Accounting <b>OR</b> COMM 203: Introduction to Finance <b>OR</b> COMM 210: Introduction to Management Accounting
Human resources management	COMM 211: Human Resource Management
Marketing	COMM 204: Introduction to Marketing
Project management	<i>Not available at this time</i>
Psychology	<i>Not available at this time</i>
Public relations	<i>Not available at this time</i>
Social media	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
Website design/management	<i>Not available at this time</i>

<sup>1</sup> These courses make up part of the Certificate in Business from Edwards School of Business.