



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### University of Calgary

#### Continuing Education

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AAP Courses	University of Calgary Courses <sup>a)</sup>
<b>Compulsory courses:</b>	<b>Compulsory courses:</b> Please provide in Course Code: Course Name format
Business English	WRI 150: Writing in the Workplace
Organizational behaviour	BMC 172: Human Behaviour in Organizations
Supervision/management studies	BMC 205: Business Management
<b>Elective courses:</b>	<b>Elective courses:</b> Please provide in Course Code: Course Name format
Business or commercial law	BMC 117: Business Law <b>OR</b> BMC 188: Managing Investigations
Computer technology – advanced courses in Excel, Access, etc.	ICT 413: Microsoft Word Level 2 <b>OR</b> ICT 414: Microsoft Word Level 3 <b>OR</b> ICT 416: Microsoft Excel Level 2 <b>OR</b> ICT 417: Microsoft Excel Level 3 <b>OR</b> ICT 454: Microsoft Outlook Levels 1 and 2 <b>OR</b> ICT 420: Microsoft Access Level 1 <b>OR</b> ICT 421: Microsoft Access Level 2 <b>OR</b> ICT 422: Microsoft Access Level 3 <b>OR</b> ICT 427: VBA Macros Level 1 <b>OR</b> ICT 428: VBA Macros Level 2 <b>OR</b> ICT 580: HTML5 and CSS3
Economics	BMC 171: Economics for Business
Event management	<i>Not available at this time</i>
Financial accounting	BMC 162: Accounting Fundamentals <b>OR</b> BUS 120: Financial Analysis and Planning for Non-Financial Managers <b>OR</b> BUS 154: Accounting for Non-Financial Managers
Human resources management	BMC 165: Human Resources Management

AAP Courses	University of Calgary Courses <sup>a)</sup>
Marketing	BMC 167: Marketing Principles <b>OR</b> BMC 329: Digital Marketing
Project management	BMC 299: Project Management Level I
Psychology	<i>Not available at this time</i>
Public relations	BMC 119: Public Relations
Social media	BMC 312: Social Media Essentials
Statistics	<i>Not available at this time</i>
Website design/management	<i>Not available at this time</i>

Note: a) Courses are available face-to-face and online. Visit <http://www.conted.ucalgary.ca> for details and course offerings.