



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

Southern Alberta Institute of Technology (SAIT)

Contact: Academic Advising, School of Business

Email: business.advising@sait.ca

Phone: 403-284-8485

1301 16 Avenue NW Calgary, AB T2M 0L4

AAP Courses	SAIT Courses
Compulsory courses:	Compulsory courses:
Business English	COMN 220: Communication and Presentation Skills
Human Resources Management	HRMT 320: Human Resource Management
Organizational Behaviour	MNGT 250: Organizational Behaviour
Supervision/Management Studies	MNGT 255: Introduction to Management
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	BCMP 300: Advanced Word Processing Applications OR BCMP 310: Advanced Spreadsheet Applications
Social Media	BCMP 215: Collaborative Software and Technologies
Website Design/Management	<i>Not available at this time</i>
Business Operations	Student must take one from this group
Business or Commercial Law	BLAW 300: Business Law
Economics	ECON 250: Microeconomics OR ECON 305: Macroeconomics
Financial Accounting	ACCT 215: Introductory Financial Accounting I
Marketing	MKTG 260: Marketing Essentials
Psychology	PSYC 1010: Introduction to Psychology
Public Relations	<i>Not available at this time</i>
Statistics	STAT 270: Quantitative Methods
Project/Event Management	Student must take one from this group
Event Management	OADM 355: Meetings and Events
Project Management	MNGT 321: Project Management