

## Canadian Certified Administrative Professional (CCAP) Course List

### University of Calgary

#### Continuing Education

Contact: Rosanna Quintieri, Program Manager

Email: [rquintie@ucalgary.ca](mailto:rquintie@ucalgary.ca)

Phone: (403) 220-2988 or 1-866-220-4992

2500 University Drive NW, Calgary AB T2N 1N4

AAP Courses	University of Calgary Courses <sup>a)</sup>
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	WRI 150: Writing in the Workplace
Human Resources Management	BMC 165: Human Resource Management
Organizational Behaviour	BMC 172: Human Behaviour in Organizations
Supervision/Management Studies	BMC 205: Business Management
<b>Elective courses:</b>	<b>Elective courses:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
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
Social Media	BMC 312: Social Media Essentials
Website Design/Management	<i>Not available at this time</i>
<b>Business Operations</b>	<b>Student must take one from this group</b>
Business or Commercial Law	BMC 117: Business Law
Economics	BMC 171: Economics for Business

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
Marketing	BMC 167: Marketing Principles <b>OR</b> BMC 380: Foundations of Digital Marketing
Psychology	<i>Not available at this time</i>
Public Relations	BMC 119: Public Relations
Statistics	<i>Not available at this time</i>
<b>Project/Event Management</b>	<b>Student must take one from this group</b>
Event Management	BMC 292: Corporate Event Planning
Project Management	BMC 299: Project Management Level I

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