



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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25 Campus Drive, Saskatoon SK S7N 5A7

AAP Courses	University of Saskatchewan Courses ¹
Compulsory courses:	Compulsory courses:
Business English	COMM 100: Business Communications
Human Resources Management	COMM 211: Human Resource Management
Organizational Behaviour	COMM 105: Introduction to Organizational Behaviour
Supervision/Management Studies	COMM 348: Leadership
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
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	COMM 304: Introduction to Business Law
Economics	COMM 345: Business and Public Policy
Financial Accounting	COMM 201: Introduction to Financial Accounting OR COMM 203: Introduction to Finance OR COMM 210: Introduction to Management Accounting
Marketing	COMM 204: Introduction to Marketing
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>
Statistics	COMM 104: Business Statistics I

¹ These courses make up part of the Certificate in Business from Edwards School of Business.

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Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	<i>Expected January 2021</i>