



Canadian Certified Administrative Professional (CCAP) Course List

University of Calgary

Continuing Education

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AAP Courses	University of Calgary Courses ^{a)}
Compulsory courses:	Compulsory courses:
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
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	ICT 413: Microsoft Word Level 2 OR ICT 414: Microsoft Word Level 3 OR ICT 416: Microsoft Excel Level 2 OR ICT 417: Microsoft Excel Level 3 OR ICT 454: Microsoft Outlook Levels 1 and 2 OR ICT 420: Microsoft Access Level 1 OR ICT 421: Microsoft Access Level 2 OR ICT 422: Microsoft Access Level 3 OR ICT 427: VBA Macros Level 1 OR ICT 428: VBA Macros Level 2 OR ICT 580: HTML5 and CSS3
Social Media	BMC 382 Digital Social Platform
Website Design/Management	<i>Not available at this time</i>
Business Operations	Student must take one from this group
Business or Commercial Law	BMC 117: Business Law
Economics	BMC 171: Economics for Business

Financial Accounting	BMC 162: Accounting Fundamentals OR BUS 120: Financial Analysis and Planning for Non-Financial Managers OR BUS 154: Accounting for Non-Financial Managers
Marketing	BMC 385: Marketing Mix AND BMC 389 Marketing Strategic Planning OR 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>
Project/Event Management	Student must take one from this group
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.