

Canadian Certified Administrative Professional (CCAP) Course List

University of Calgary

Continuing Education

Contact: Student Services

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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 580: HTML5 and CSS3 MOS 210 Microsoft Office Word Expert MOS 220 Microsoft Excel Expert
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
Board Governance	<i>Not available at this time</i>
Business or Commercial Law	BMC 117: Business Law
Change Management	BMC 358: Change Management Theory and Application
Critical Thinking	<i>Not available at this time</i>
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	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
Project/Event Management	Student must take one from this group
Project Management	PMF-110 Introduction to Project Management and Process-Based Approach to Projects

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