



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

Southern Alberta Institute of Technology (SAIT)

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AAP Courses	SAIT Courses
Compulsory courses:	Compulsory courses:
Business English	COMN 220: Communication and Presentation Skills
Organizational behaviour	MNGT 250: Organizational Behaviour
Supervision/management studies	MNGT 255: Introduction to Management
Elective courses:	Elective courses:
Business or commercial law	BLAW 300: Business Law
Computer technology – advanced courses in Excel, Access, etc.	BCMP 300: Advanced Word Processing Applications OR BCMP 310: Advanced Spreadsheet Applications
Economics	ECON 250: Microeconomics OR ECON 305: Macroeconomics
Event management	OADM 355: Meetings and Events
Financial accounting	ACCT 215: Introductory Financial Accounting I
Human resources management	HRMT 320: Human Resource Management
Marketing	MKTG 260: Marketing Essentials
Project management	MNGT 321: Project Management
Psychology	PSYC 1010: Introduction to Psychology
Public relations	<i>Not available at this time</i>
Social media	BCMP 215: Collaborative Software and Technologies
Statistics	STAT 270: Quantitative Methods
Website design/management	<i>Not available at this time</i>