



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

College of New Caledonia

School of University Studies and Career Access

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AAP Courses	College of New Caledonia Courses
Compulsory courses:	Compulsory courses:
Business English	ABTA 105: Business Communications I AND ABTA 155: Business Communications II OR ENGL 113: Writing and Communication
Organizational behaviour	COM 222: Organizational Behaviour
Supervision/management studies	MGT 157: Principles of Management
Elective courses:	Elective courses:
Business or commercial law	LAW 294: Business Law in Canada
Computer technology – advanced courses in Excel, Access, etc.	ABTA 125: Microcomputer Applications AND ABTA 175: Microcomputer Applications II
Economics	ECON 201: Principles of Microeconomics
Event management	<i>Not available at this time</i>
Financial accounting	ABTA 100: Financial Records AND ABTA 150: Computerized Bookkeeping
Human resources management	MGT 263: Human Resources Development
Marketing	MKT 152: Principles of Marketing
Project management	<i>Not available at this time</i>
Psychology	PSYC 101: Introduction to Psychology
Public relations	<i>Not available at this time</i>
Social media	<i>Not available at this time</i>
Statistics	MATH 157: Business Statistics
Website design/management	WEGD 141: Introduction to Web Design