



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

Bow Valley College

Chiu School of Business, Continuing Education Department

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AAP Courses	Bow Valley College Courses
Compulsory courses:	Compulsory courses:
Business English	MGMT1201: Business Communications
Human Resources Management	HRES2201: Introduction to Human Resources
Organizational Behaviour	HRES1101: Organizational Behaviour
Supervision/management studies	MGMT9107: Essential Supervisory Skills
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	MGMT2301: Microsoft Excel OR ADMN1203: Business Technology
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	MGMT1601: Business Law OR LEGL202: Commercial Law
Economics	MGMT1401: Microeconomics
Financial Accounting	ACCT9101: Financial Accounting Introduction AND ACCT9102: Financial Accounting Intermediate
Marketing	MKTG1101: Introduction to Marketing
Psychology	<i>Not available at this time</i>
Public Relations	PREL2101: Introduction to Public Relations (in-person)
Statistics	MGMT2501: Introduction to Statistics (in-person)

Project/Event Management	Student must take one from this group
Event Management	TOUR2201: Introduction to Event Management (in-person)
Project Management	MGMT9120: Project Management Introduction