



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

Contact: Jennifer Madsen, Instructor

Email: madsen@cnc.bc.ca

Phone: (250) 562-2131, ext. 5516 / Fax: (250) 561-5866

3330 22 Avenue, Prince George BC V2N 1P8

| 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 |
| Human Resources Management | MGT 263: Human Resources Development |
| Organizational Behaviour | COM 222: Organizational Behaviour |
| Supervision/Management Studies | MGT 157: Principles of Management |
| Elective courses: | Elective courses: |
| Technology/Computer Skills | Student must take one from this group |
| Computer Technology – advanced courses in Excel, Access, etc. | ABTA 125: Microcomputer Applications AND ABTA 175: Microcomputer Applications II |
| Social Media | <i>Not available at this time</i> |
| Website Design/Management | WEGD 141: Introduction to Web Design |
| Business Operations | Student must take one from this group |
| Business or Commercial Law | LAW 294: Business Law in Canada |
| Economics | ECON 201: Principles of Microeconomics |
| Financial Accounting | ABTA 100: Financial Records AND ABTA 150: Computerized Bookkeeping |
| Marketing | MKT 152: Principles of Marketing |
| Psychology | PSYC 101: Introduction to Psychology |
| Public Relations | <i>Not available at this time</i> |
| Statistics | MATH 157: Business Statistics |

| Project/Event Management | Student must take one from this group |
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| Event Management | <i>Not available at this time</i> |
| Project Management | <i>Not available at this time</i> |