

## Canadian Certified Administrative Professional (CCAP) Course List

### Thompson Rivers University

#### Open Learning

Contact: Tony Kuczma, Program Advisor

Email: tkuczma@tru.ca

Phone: (250) 852-6830 or 1-800-663-9711, ext. 6830 / Fax: (250) 852-6405

Box 3010, 900 McGill Road, Kamloops BC V2C 0C8

AAP Courses	Thompson Rivers University Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	CMNS 1811: Business, Professional, and Academic Writing <b>OR</b> CMNS 1291: Introduction to Professional Writing
Human Resources Management	HRMN 2821: Human Resource Management
Organizational Behaviour	ORGB 2811: Organizational Behaviour
Supervision/Management Studies	MNGT 1211: Management Principles and Practices <b>OR</b> MNGT 1221: Supervision
<b>Elective courses:</b>	<b>Elective courses:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
Computer Technology – advanced courses in Excel, Access, etc.	MIST 2611: Management Information Systems
Social Media	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>
<b>Business Operations</b>	<b>Student must take one from this group</b>
Business or Commercial Law	BLAW 2911: Commercial Law
Economics	ECON 1901: Principles of Microeconomics <b>OR</b> ECON 1951: Principles of Macroeconomics
Financial Accounting	ACCT 1211: Accounting 1 <b>AND</b> ACCT 1221: Accounting 2 <b>OR</b> ACCT 2211: Introduction to Financial Accounting
Marketing	MKTG 2431: Marketing
Psychology	PSYC 1111: Introduction to Psychology I
Public Relations	<i>Not available at this time</i>

AAP Courses	Thompson Rivers University Courses
Statistics	STAT 1201: Introduction to Probability and Statistics
<b>Project/Event Management</b>	<b>Student must take one from this group</b>
Event Management	CONV 1021: Introduction to Special Event Management
Project Management	<i>Not available at this time</i>