

Canadian Certified Administrative Professional (CCAP) Course List

Douglas College

Lecture

Contact: Claudia Jamieson-Hipson, Program Coordinator, Office Administration

Email: jamiesonc@douglascollege.ca

Phone: (604) 527-5445 / Fax: (604) 527-5629

PO Box 2503, 700 Royal Avenue, New Westminster BC V3L 5B2

AAP Courses	Douglas College Courses
Compulsory courses:	Compulsory courses:
Business English	CMNS 1111: Workplace Communications OR CMNS 1115: Practical Writing
Human Resources Management	BUSN 3350: Human Resource Management
Organizational Behaviour	SOSC 2140: Behaviour in Organizations
Supervision/Management Studies	BUSN 1210: Management Essentials
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	CSIS1190 Excel for Business
Social Media	<i>Not available at this time</i>
Website Design/Management	CSIS 1280 Multimedia Web Development
Business Operations	Student must take one from this group
Business or Commercial Law	BLAW 1320: Business Law OR BLAW 3750 Employment Law
Economics	ECON 1101: The Canadian Economy
Financial Accounting	ACCT 1110: Principles of Accounting I AND ACCT 1210: Principles of Accounting II
Marketing	MARK 1120: Introductory Marketing
Psychology	PSYC 1100: Introduction to Psychology I
Public Relations	CMNS 3700 Public Relations Writing
Statistics	BUSN 2429 Business Statistics

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