



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	<i>Not available at this time</i>
Organizational Behaviour	HRES1101: Organizational Behaviour
Supervision/management studies	<i>Not available at this time</i>
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	MGMT1303 – Excel for Administrative Professionals
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
Economics	MGMT1401: Microeconomics
Financial Accounting	ACCT1103 – Introduction to Financial Accounting
Marketing	<i>Not available at this time</i>
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
Critical Thinking	<i>Not available at this time</i>
Change Management	HRES210: Change Management
Board Governance	<i>Not available at this time</i>

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>