



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: Please provide in Course Code: Course Name format
Business English	MGMT1201: Business Communications
Organizational behaviour	HRES1101: Organizational Behaviour
Supervision/management studies	MGMT9107: Essential Supervisory Skills
Elective courses:	Elective courses: Please provide in Course Code: Course Name format
Business or commercial law	MGMT1601: Business Law
Computer technology – advanced courses in Excel, Access, etc.	PREL2103: PR and Digital Media (in-person)
Economics	MGMT1401: Microeconomics
Event management	TOUR2201: Introduction to Event Management (in-person)
Financial accounting	ACCT9101: Financial Accounting Introduction AND ACCT9102: Financial Accounting Intermediate
Human resources management	HRES2201: Introduction to Human Resources
Marketing	MKTG1101: Introduction to Marketing
Project management	MGMT9120: Project Management Introduction
Psychology	<i>Not available at this time</i>
Public relations	PREL2101: Introduction to Public Relations (in-person)
Social media	<i>Not available at this time</i>
Statistics	MGMT2501: Introduction to Statistics (in-person)
Website design/management	<i>Not available at this time</i>