



Canadian Certified Administrative Professional (CCAP) Course List

Grande Prairie Regional College

Department of Business and Office Administration

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AAP Courses	Grande Prairie Regional College Courses
Compulsory courses:	Compulsory courses:
Business English	OA 1040: Business Communications II
Organizational behaviour	BA 1380: Organizational Behaviour I
Supervision/management studies	MG 2000: Introduction to Management
Elective courses:	Elective courses:
Business or commercial law	LR 3010: Legal Relations
Computer technology – advanced courses in Excel, Access, etc.	OA 1075: Word Expert OR OA 1155: Access and PowerPoint Expert OR OA 1275: Excel Expert
Economics	BA 1540: Introduction to Business Microeconomics
Event management	BA 2090: Marketing Project Management
Financial accounting	OA 1310 Basic Bookkeeping I AND OA 1320: Basic Bookkeeping II
Human resources management	BA 2240: Human Resource Management
Marketing	BA 1090: Introduction to Marketing
Project management	<i>Not available at this time</i>
Psychology	PY 1040: Basic Psychological Processes OR PY 2410: Social Psychology
Public relations	<i>Not available at this time</i>
Social media	BA 2550: Computer Applications for Marketing ¹
Statistics	BA 2060: Introduction to Statistics for Business
Website design/management	BA 2550: Computer Applications for Marketing ¹

Note: ¹ The course is the same for two options, but credit can only be applied to one or the other, not both.