

### **Welcome to CAP 2019!**

This year the CAP programme is directed towards year 12 and 13 students.

Each year level will complete one course with year 12 student's completing 'Career Fundamentals' and year 13 students completing 'Business Foundations'.

This week students will receive their course logins and be expected to begin their first module which is due on February 28<sup>th</sup> 2019.

Please see the calendar for the compulsory due dates for each of the two courses.

The Canterbury Campus CAP coordinator for 2019 is Amanda Daniel ([amanda.daniel@westmount.school.nz](mailto:amanda.daniel@westmount.school.nz)) and the community CAP coordinator is Alfie Allison ([alfieallison.outlook.co.nz](mailto:alfieallison.outlook.co.nz)).

<b>CAREER FUNDAMENTALS – Year 12</b>		
	Productivity: Time and Task Management	28 <sup>th</sup> February
	Professional Conduct in a Business Environment	30 <sup>th</sup> April
	Communication	30 <sup>th</sup> June
	Financial Life Skills	31 <sup>st</sup> August
	Project Management	31 <sup>st</sup> October
<b>BUSINESS FOUNDATIONS – Year 13</b>		
	Leading Business	28 <sup>th</sup> February
	Operations	30 <sup>th</sup> April
	Sales and Marketing	30 <sup>th</sup> June
	Economics and Finance	31 <sup>st</sup> August