

## Canadian Certified Administrative Professional (CCAP) Course List

### Confederation College

#### Continuing Education

Contact: Susann Danenas, Program  
Officer Email: [ce@confederationc.on.ca](mailto:ce@confederationc.on.ca)  
Phone: (807) 475-6550 / Fax: (807) 473-3702  
1450 Nakina Drive, Thunder Bay ON P7B 0E5

AAP Courses	Confederation College Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	OL338 Communications for Business II
Human Resources Management	OL135 Human Resources Management Principles
Organizational Behaviour	OL173 (Business Management and) Organizational Behaviour
Supervision/Management Studies	OL125 Management Principles
<b>Elective Course Subjects</b>	<b>Course to Select from</b>
<i>Require 4 elective courses with option of subjects to select from. If selecting from Economics, Financial Accounting, Marketing or Psychology both courses listed under these subject will be required.</i>	
<b>Technology/Computer Skills</b>	
Computer Technology - advanced courses in Excel, Access, etc.	OL803 Excel Expert
Social Media	<i>Not available at this time</i>
Website Design/Management	OL272 Digital Presence for Today's Business OR OL507 WordPress
<b>Business Operations</b>	
Business or Commercial Law	OL102 Business Law I
Economics	OL114 Microeconomics <b>AND</b> OL117 Macroeconomics
Financial Accounting	OL090 Accounting Basics I <b>AND</b> OL091 Accounting Basics II
Marketing	OL118 Marketing I <b>AND</b> OL050 Marketing II
Psychology	OL230 Introduction to Psychology <b>AND</b> OL374 Personality Psychology
Public Relations	OL611 Statistics
<b>Project/Event Management</b>	
Event Management	<i>Not available at this time</i>
Project Management	OL372 Intro to Project Management