

Canadian Certified Administrative Professional (CCAP) Course List

Confederation College

Continuing Education

Contact: Susann Danenas, Program
Officer Email: 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
Compulsory courses:	Compulsory courses:
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
Elective Course Subjects	Course to Select from
<i>Require 3 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>	
Technology/Computer Skills	
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
Business Operations	
Business or Commercial Law	OL102 Business Law I
Economics	OL114 Microeconomics AND OL117 Macroeconomics
Financial Accounting	OL090 Accounting Basics I AND OL091 Accounting Basics II
Marketing	OL118 Marketing I AND OL050 Marketing II
Psychology	OL230 Introduction to Psychology AND OL374 Personality Psychology
Public Relations	OL611 Statistics
Project/Event Management	
Event Management	<i>Not available at this time</i>
Project Management	OL372 Intro to Project Management