

Course List for Canadian Certified Administrative Professional (CCAP) Canadian Certified Administrative Professional Associate (CCAP_A)

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 P7C 0E5

AAP Courses	Confederation College Courses
Compulsory courses:	Compulsory courses:
<i>Note: Only compulsory course for CCAP_A is Business English; All four compulsory courses are required for CCAP</i>	
Business Communications	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 courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	OL803 Excel Expert OR OL010 Word Expert OR OL704 PowerPoint
Social Media	<i>Not available at this time</i>
Website Design/Management	OL272 Digital Presence for Today's Business OR OL766 HTML Introduction
Business Operations	Student must take one from this group
Board Governance	<i>Not available at this time</i>
Business or Commercial Law	OL102 Business Law I
Change Management	<i>Not available at this time</i>
Critical Thinking	<i>Not available at this time</i>
Economics	OL114 Microeconomics AND OL117 Macroeconomics

AAP Courses	Confederation College Courses
Financial Accounting	OL090 Accounting Basics I AND OL091 Accounting Basics II
Marketing	OL118 Marketing I AND OL050 Marketing II
Psychology	OL646 Psychology: Understanding Ourselves and Others
Public Relations	<i>Not available at this time</i>
Statistics	OL611 Statistics
Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	OL372 Intro to Project Management

Note: "OL" = OntarioLearn online course