



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### Conestoga College

#### School of Business and Hospitality

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AAP Courses	Conestoga College Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	<a href="#">COMM1865: Business Writing Strategies</a>
Human Resources Management	<a href="#">HRM2040: Human Resources Management</a>
Organizational Behaviour	<a href="#">BUS1021: Organizational Behaviour</a>
Supervision/Management Studies	<a href="#">ADMN2250: Administrative Procedures and Supervisory Practices</a> <b>OR</b> <a href="#">OLRN1315: Supervisory Skills for Business and Industry</a>
<b>Elective courses:</b>	<b>Elective courses:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
Business or Commercial Law	<a href="#">BUS2010: Business Law</a>
Computer Technology – advanced courses in Excel, Access, etc.	<a href="#">COMP1908: Advanced Word Processing</a> <b>OR</b> <a href="#">COMP1060: Advanced Spreadsheets</a> <b>OR</b> <a href="#">COMP2130: Applications Software</a> <b>OR</b> <a href="#">COMP2121: Database Management</a>
Social Media	<a href="#">OLRN1895: Social Media Marketing</a>
Website Design/Management	<i>Not available at this time</i>
<b>Business Operations</b>	<b>Student must take one from this group</b>
Economics	<a href="#">ECON1020: Microeconomics</a> <b>AND</b> <a href="#">ECON1030: Macroeconomics</a>
Financial Accounting	<a href="#">ACCT1021: Financial and Managerial Accounting</a>
Marketing	<a href="#">MKT1040: Marketing I</a> <b>AND</b> <a href="#">OLRN1595: Marketing II</a>
Psychology	<a href="#">OLRN1057: Introduction to Psychology</a>
Public Relations	<i>Not available at this time</i>
Statistics	<a href="#">OLRN1790: Statistics</a>

AAP Courses	Conestoga College Courses
<b>Project/Event Management</b>	<b>Student must take one from this group</b>
Event Management	<a href="#">MGMT1090: Project and Event Coordination</a>
Project Management	<a href="#">MGMT1350: Project Management</a>

Note: a) OntarioLearn courses.