



## Canadian Certified Administrative Professional (CCAP) Course List

### Confederation College

#### Continuing Education

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AAP Courses	Confederation College Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	OL338 Communications for Business II <b>OR</b> CS200 Professional Writing <b>OR</b> CS220 Business Communications
Human Resources Management	OL135 Human Resources Management Principles <b>OR</b> HR508 Introduction to Human Resource Management <b>OR</b> HR131 Introduction to Human Resources
Organizational Behaviour	OL173 (Business Management and) Organizational Behaviour <b>OR</b> HR232 Organizational Behaviour
Supervision/Management Studies	OL069 Supervisory Skills (Business or Industry)
<b>Elective courses:</b>	<b>Elective courses:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
Computer Technology – advanced courses in Excel, Access, etc.	OA125 Word Processing Concepts <b>OR</b> OL803 Excel Expert
Social Media	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>
<b>Business Operations</b>	<b>Student must take one from this group</b>
Business or Commercial Law	OL102 Business Law I <b>OR</b> GB317 Business Law and Ethics
Economics	OL114 Microeconomics <b>AND</b> OL117 Macroeconomics <b>OR</b> EC312 Microeconomics <b>AND</b> EC402 Macroeconomics

AAP Courses	Confederation College Courses
Financial Accounting	OL090 Accounting Basics I <b>AND</b> OL091 Accounting Basics II <b>OR</b> AC102 Introductory Accounting <b>AND</b> AC202 Fundamental Accounting Principles
Marketing	OL118 Marketing I <b>AND</b> OL050 Marketing II <b>OR</b> MK114 Introduction to Marketing <b>AND</b> MK213 Advanced Marketing <b>OR</b> MK263 Marketing II
Psychology	OL230 Introduction to Psychology <b>AND</b> OL374 Personality Psychology <b>OR</b> PY199 Introductory Psychology <b>AND</b> OL374 Personality Psychology
Public Relations	<i>Not available at this time</i>
Statistics	OL611 Statistics <b>OR</b> MA631 Mathematics VI <b>OR</b> NR427 Introductory Statistics for Environmental Applications
<b>Project/Event Management</b>	<b>Student must take one from this group</b>
Event Management	<i>Not available at this time</i>
Project Management	OL372 Intro to Project Management <b>OR</b> MK527 Project Management

Note: "OL" = OntarioLearn online course