



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### Niagara College

#### Continuing Education and Online Learning

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300 Woodlawn Road, Welland ON L3C 7L3

AAP Courses	Niagara College Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	COMM1242: English I
Human Resources Management	PERS1703: Human Resources Management Principles
Organizational Behaviour	CEHR1700: Introduction to Business Management and Organizational Behaviour
Supervision/Management Studies	MGMT1131: Management Principles
<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.	COMP1478: HTML Intro, Writing Web Pages
Social Media	SOCL1714: Social Media and Society
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	BUSN1701: Canadian Business Law
Economics	ECON1100: Microeconomics <b>AND</b> ECON1102: Macroeconomics
Financial Accounting	ACCT1701: Accounting Basics I <b>AND</b> ACCT1702: Accounting Basics II
Marketing	MKTG1701: Marketing Research
Psychology	PSYC1609: Introduction to Psychology <b>AND</b> PSYC1309: Abnormal Psychology
Public Relations	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>

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<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	MGMT1064: Introduction to Project Management