



Canadian Certified Administrative Professional (CCAP) Course List

Conestoga College

School of Business and Hospitality

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299 Doon Valley Drive, Kitchener ON N2G 4M4

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

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Project/Event Management	Student must take one from this group
Event Management	MGMT1090: Project and Event Coordination
Project Management	MGMT1350: Project Management

Note: a) OntarioLearn courses.