



## Canadian Certified Administrative Professional (CCAP) Course List

### Confederation College

#### Continuing Education

Contact: Shelley Leeson, Program Officer

Email: [ce@confederationc.on.ca](mailto:ce@confederationc.on.ca)

Phone: (807) 475-6550 / Fax: (807) 473-3718

1450 Nakina Drive, PO Box 398, Thunder Bay ON P7C 4W1

AAP Courses	Confederation College Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b> Please provide in Course Code: Course Name format
Business English	OL338 Communications for Business II <b>OR</b> CS200 Professional Writing <b>OR</b> CS220 Business Communications
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> Please provide in Course Code: Course Name format
Business or commercial law	OL102 Business Law I <b>OR</b> GB317 Business Law and Ethics
Computer technology - advanced courses in Excel, Access, etc.	OL804 Word Expert <b>OR</b> OA125 Word Processing Concepts <b>OR</b> OL803 Excel Expert <b>OR</b> OL801 Access Expert
Economics	OL114 Microeconomics <b>AND</b> OL117 Macroeconomics <b>OR</b> EC312 Microeconomics <b>AND</b> EC402 Macroeconomics
Event management	<i>Not available at this time</i>

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
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
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
Project management	OL372 Intro to Project Management <b>OR</b> MK527 Project Management
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>
Social media	<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
Website design/management	<i>Not available at this time</i>

Note: "OL" = OntarioLearn online course