



## 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	COMM1865: Business Writing Strategies
Organizational behaviour	BUS1020: Organizational Behaviour
Supervision/management studies	ADMN2250: Administrative Procedures & Supervisory Practices <b>OR</b> OLRN1315 <sup>a)</sup> : Supervisory Skills for Business and Industry <b>OR</b> HRM0030: Supervisory Skills for Business and Industry
<b>Elective courses:</b>	<b>Elective courses:</b>
Business or commercial law	BUS2010: Business Law
Computer technology – advanced courses in Excel, Access, etc.	COMP1908: Advanced Word Processing <b>OR</b> COMP1060: Advanced Spreadsheets <b>OR</b> COMP2130: Applications Software <b>OR</b> COMP2121: Database Management
Economics	ECON1020: Microeconomics <b>AND</b> ECON1030: Macroeconomics
Event management	MGMT1090: Project and Event Coordination
Financial accounting	ACCT1021: Financial and Managerial Accounting
Human resources management	HRM2040: Human Resources Management <b>OR</b> OLRN1420 <sup>a)</sup> : HRM Principles
Marketing	MKT1040: Marketing I <b>AND</b> MKT1050: Marketing II
Project management	MGMT1350: Project Management
Psychology	PSYC1010: Psychology: Basic Processes of Behaviour
Public relations	<i>Not available at this time</i>
Social media	OLRN1895 <sup>a)</sup> : Social Media Marketing
Statistics	MATH2255: Statistics <b>OR</b> OLRN1790 <sup>a)</sup> : Statistics

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AAP Courses	Conestoga College Courses
Website design/management	<i>Not available at this time</i>

Note: a) OntarioLearn courses.