

Canadian Certified Administrative Professional (CCAP) Course List

Durham College

School of Continuing Education

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AAP Courses	Durham College Courses
Compulsory courses:	Compulsory courses:
Business English	COMM 3282/COMM 3254: Communications for Business II OR ENG 1081: English I
Human Resources Management	HRM 1283/HRM 1293: Human Resource Management Principles
Organizational Behaviour	HRM 3281/HRM 3251: Organizational Behaviour
Supervision/Management Studies	MGMT 1280: Management Principles
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	SPRD 2282: Excel Advanced OR WIND 1282: Access Introduction
Social media	MKTG 1380: Social Media Marketing
Website Design/Management	PROG 1281: Programming for the Absolute Beginner OR WEB 1084: Creating WordPress Websites
Business Operations	Student must take one from this group
Business or Commercial Law	LAW 2280: Business Law
Economics	ECON 1280/ECON 1250: Economics I AND ECON 2280/ECON 2250: Economics II
Financial Accounting	ACCT 1280/ACCT 1290/ACCT 1250: Accounting I AND ACCT 2280/ACCT 2290/ACCT 2250: Accounting II
Marketing	MKTG 1280/MKTG 1250: Marketing I
Psychology	PSYC 1051/PSYC 1090/PSYC 1050: Psychology Introduction
Public Relations	<i>Not available at this time</i>
Statistics	STAT 2250/STAT 2280/STAT 3186: Statistics

Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	PROJ 1280: Project Management Introduction