



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### York University

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AAP Courses	York University Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	WRIT 3989: Writing in the Workplace
Human Resources Management	ADMS 2600: Human Resources Management
Organizational Behaviour	ADMS 2400: Organizational Behaviour
Supervision/Management Studies	ADMS 1000: Introduction to Administrative Studies <b>OR</b> ADMS 1010: Exploring the Functions of Business
<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.	CSE 1520: Computer Use Fundamentals
Social Media	ADMS 4245: Digital Marketing
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	ADMS 2610: Business Law
Economics	ECON 1900: Microeconomics for Life: Making Smart Choices
Financial Accounting	ADMS 1550: Accounting for Non-Financial Managers <b>OR</b> ADMS 2500: Financial Accounting
Marketing	ADMS 2200: Introductory Marketing
Psychology	PSYC 1010: Introduction to Psychology
Public Relations	ADMS 3704: Emergency Management Communications
Statistics	ADMS 2310: Business Statistics through Applications <b>OR</b> ADMS 2320: Quantitative Methods 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	ADMS 3353: Project Management