



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

University of Toronto

School of Continuing Studies - <https://learn.utoronto.ca/>

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158 St. George Street, Toronto ON M5S 2V8

AAP Courses	University of Toronto Courses
Compulsory courses:	Compulsory courses:
Business English	SCS 3213: Business Writing OR SCS 3095: A Grammar Handbook OR 3213A Writing Effectively for Business AND 3213B Mastering Business Writing
Human Resources Management	SCS 0987: Human Resources Management
Organizational Behaviour	SCS 0988: Organizational Behaviour
Supervision/Management Studies	SCS 0977: Business Management OR SCS 2089: Managing People Essentials AND SCS 2242: Managing People Advanced
Elective courses:	Elective courses:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Social Media	SCS 2846: Social Media Strategy
Website Design/Management	<i>Not available at this time</i>
Business Operations	Student must take one from this group
Business or Commercial Law	SCS 0973: Business Law OR SCS 2355: Understanding and Managing Conflict AND SCS 2705: Conflict Management Skills
Economics	SCS 0980: Economics: Introduction
Financial Accounting	SCS 0984: Accounting: The Fundamentals OR SCS 2079: Understanding Financial Statements AND SCS 2081: The Budgeting Process

Marketing	SCS 0978: Marketing: Introduction OR SCS 2844: Foundations of Digital Strategy & Marketing Management OR 2844A Digital Marketing Strategy AND 2844B Digital Marketing Channels
Psychology	SCS 3198: Persuasion and Negotiation in Business
Public Relations	SCS 3033: Foundations of Strategic Public Relations
Statistics	SCS 0081: Quantitative Methods for Business Management
Project/Event Management	Student must take one from this group
Event Management	<i>Not available at this time</i>
Project Management	SCS 1860: Foundations of Project Management

Note: A number of these courses also lead toward the Certificate in Leadership Essentials and the Certificate in Business Management Fundamentals.