

Canadian Certified Administrative Professional (CCAP)

Course List

Durham College

Professional and Part-time Learning: www.durhamcollege.ca/ppl

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2000 Simcoe Street North, Oshawa ON, L1G 0C5

AAP Course Requirements	Durham College Equivalent Course Offerings
Compulsory courses:	Compulsory courses:
Business English	COMM 3282: Communications for Business II OR ENG 1081: English I
Human Resources Management	HRM 1283: Human Resource Management Principles
Organizational Behaviour	HRM 3281: Organizational Behaviour
Supervision/Management Studies	MGMT 1280: Management Principles
Elective courses:	Students select 3 elective courses (1) per category:
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: Economics I AND ECON 2280: Economics II
Financial Accounting	ACCT 1280: Accounting I AND ACCT 2280: Accounting II
Marketing	MKTG 1280: Marketing I
Psychology	GNEB 1106 – Psychology: Understanding Ourselves and Others
Public Relations	<i>Not available at this time</i>
Statistics	STAT 2280: 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