

## Canadian Certified Administrative Professional (CCAP)

### Course List

Durham College

Professional and Part-time Learning: [www.durhamcollege.ca/ppl](http://www.durhamcollege.ca/ppl)

Email: [ppl@durhamcollege.ca](mailto:ppl@durhamcollege.ca)

Phone: (905) 721-3052

2000 Simcoe Street North, Oshawa ON, L1G 0C5

AAP Course Requirements	Durham College Equivalent Course Offerings
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	COMM 3282: Communications for Business II <b>OR</b> 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
<b>Elective courses:</b>	<b>Students select 3 elective courses (1) per category:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
Computer Technology – advanced courses in Excel, Access, etc.	SPRD 2282: Excel Advanced <b>OR</b> WIND 1282: Access Introduction
Social media	MKTG 1380: Social Media Marketing
Website Design/Management	PROG 1281: Programming for the Absolute Beginner <b>OR</b> WEB 1084: Creating WordPress Websites
<b>Business Operations</b>	<b>Student must take one from this group</b>
Business or Commercial Law	LAW 2280: Business Law
Economics	ECON 1280: Economics I <b>AND</b> ECON 2280: Economics II
Financial Accounting	ACCT 1280: Accounting I <b>AND</b> ACCT 2280: Accounting II
Marketing	MKTG 1280: Marketing I
Psychology	GNED 1106: Psychology: Understanding Ourselves and Others
Public Relations	<i>Not available at this time</i>
Statistics	STAT 2280: Statistics
<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	PROJ 1280: Project Management Introduction