



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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AAP Courses	University of Toronto Courses
Compulsory courses:	Compulsory courses: Please provide in Course Code: Course Name format
Business English	SCS 3213: Business Writing OR SCS 3095: A Grammar Handbook
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: Please provide in Course Code: Course Name format
Business or commercial law	SCS 0973: Business Law OR SCS 2355: Understanding and Managing Conflict AND SCS 2705: Conflict Management Skills
Computer technology - advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	SCS 0980: Economics: Introduction
Event management	<i>Not available at this time</i>
Financial accounting	SCS 0984: Accounting: The Fundamentals OR SCS 2079: Understanding Financial Statements AND SCS 2081: The Budgeting Process
Human resources management	SCS 0987: Human Resources Management
Marketing	SCS 0978: Marketing: Introduction
Project management	SCS 1860: Foundations of Project Management
Psychology	SCS 3198: Persuasion and Negotiation in Business

AAP Courses	University of Toronto Courses
Public relations	SCS 3033: Foundations of Strategic Public Relations
Social media	<i>Not available at this time</i>
Statistics	SCS 0081: Quantitative Methods for Business Management
Website design/management	<i>Not available at this time</i>

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