



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
Compulsory courses:	Compulsory courses:
Business English	WRIT 3989: Writing in the Workplace
Organizational behaviour	ADMS 2400: Organizational Behaviour
Supervision/management studies	ADMS 1000: Introduction to Administrative Studies OR ADMS 1010: Exploring the Functions of Business
Elective courses:	Elective courses:
Business or commercial law	ADMS 2610: Business Law
Computer technology - advanced courses in Excel, Access, etc.	CSE 1520: Computer Use Fundamentals
Economics	ECON 1900: Microeconomics for Life: Making Smart Choices
Event management	<i>Not available at this time</i>
Financial accounting	ADMS 1550: Accounting for Non-Financial Managers OR ADMS 2500: Financial Accounting
Human resources management	ADMS 2600: Human Resources Management
Marketing	ADMS 2200: Introductory Marketing
Project management	ADMS 3353: Project Management
Psychology	PSYC 1010: Introduction to Psychology
Public relations	ADMS 3704: Emergency Management Communications
Social media	ADMS 4245: Digital Marketing
Statistics	ADMS 2310: Business Statistics through Applications OR ADMS 2320: Quantitative Methods I
Website design/management	<i>Not available at this time</i>