Canadian Certified Administrative Professional (CCAP) Course List

Durham College

School of Continuing Education
Contact: Chris Waduck, Program Manager
Email: coned@durhamcollege.ca
Phone: (905) 721-2000
2000 Simcoe Street North, Oshawa ON L1H 7L7

AAP Courses	Durham College Courses
Compulsory courses:	**Compulsory courses:** Please provide in Course Code: Course Name format
Business English	COMM 3282/COMM 3254: Communications for Business II **OR** ENG 1081: English I
Organizational behaviour	HRM 3281/HRM 3251: Organizational Behaviour
Supervision/management studies	MGMT 1280: Management Principles
Elective courses:	**Elective courses:** Please provide in Course Code: Course Name format
Business or commercial law	LAW 2280: Business Law
Computer technology – advanced courses in Excel, Access, etc.	PROG 1281: Programming for the Absolute Beginner **OR** WEB 1084: Creating WordPress Websites
Economics	ECON 1280/ECON 1250: Economics I **AND** ECON 2280/ECON 2250: Economics II
Event management	*Not available at this time*
Financial accounting	ACCT 1280/ACCT 1290/ACCT 1250: Accounting I **AND** ACCT 2280/ACCT 2290/ACCT 2250: Accounting II
Human resources management	HRM 1283/HRM 1293: Human Resource Management Principles
Marketing	MKTG 1280/MKTG 1250: Marketing I
Project management	PROJ 1280: Project Management Introduction
Psychology	PSYC 1051/PSYC 1090/PSYC 1050: Psychology Introduction
Public relations	*Not available at this time*
Social media	MKTG 1380: Social Media Marketing
Statistics	STAT 2250/STAT 2280/STAT 3186: Statistics
Website design/management	*Not available at this time*

Last updated: January 19, 2019