



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

University of Victoria

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AAP Courses	University of Victoria Courses
Compulsory courses:	Compulsory courses: Please provide in Course Code: Course Name format
Business English	BMBA110: Business Writing and Presentations
Organizational behaviour	BMBA130: Organizational Behaviour
Supervision/management studies	BMBA250: Management Practices
Elective courses:	Elective courses: Please provide in Course Code: Course Name format
Business or commercial law	BMBA300: Business Law
Computer technology – advanced courses in Excel, Access, etc.	BMBA200: Management Computing
Economics	BMBA230: Economics
Event management	<i>Not available at this time</i>
Financial accounting	BMBA140: Financial Accounting
Human resources management	BMBA150: Human Resource Management
Marketing	BMBA240: Marketing
Project management	TECJ410: Project Management
Psychology	<i>Not available at this time</i>
Public relations	<i>Not available at this time</i>
Social media	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
Website design/management	<i>Not available at this time</i>