



Canadian Certified Administrative Professional (CCAP) Course List

Western University

Continuing Studies

Contact: Tanya Filipcic, Program Coordinator

Email: tfilipci@uwo.ca

Phone: (519) 661-3658, ext. 87862

355 Wellington Street, London ON N6A 3N7

AAP Courses	Western University Courses	
	UWO Continuing Education Equivalent	UWO Degree Credit Equivalent (NOT offered through Continuing Education)
Compulsory courses:	Compulsory courses:	
Business English	BSMG6207: Managerial Communications (offered online and in class)	Writing 101
Human Resources Management	BSMG6202: Introduction to Human Resource Management (offered online and in class)	<i>Not available at this time</i>
Organizational Behaviour	BSMG6205: Organizational Behaviour (offered online and in class)	Admin Studies 180
Supervision/Management Studies	BSMG6212: Business Administration	<i>Not available at this time</i>
Elective courses:	Elective courses:	
Technology/Computer Skills	Student must take one from this group	
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>	<i>Not available at this time</i>
Social Media	WRCR6220 Digital Writing OR MRKT6202 Foundations of Digital Marketing OR CMPR6209 Social Media Fundamentals AND CMPR6206 Social Media Strategy	<i>Not available at this time</i>
Website Design/Management	MRKT6282 Web Strategy	<i>Not available at this time</i>
Business Operations	Student must take one from this group	
Business or Commercial Law	BSMG6203: Business Law	Admin Studies 275 a/b
Economics	<i>Not available at this time</i>	Eco 20

AAP Courses	Western University Courses	
	UWO Continuing Education Equivalent	UWO Degree Credit Equivalent (NOT offered through Continuing Education)
Financial Accounting	BSMG6201: Fundamentals of Accounting (offered online and in class)	Business 257
Marketing	MRKT6201 Marketing Foundations	<i>Not available at this time</i>
Psychology	<i>Not available at this time</i>	Psych 20
Public Relations	<i>Not available at this time</i>	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>	<i>Not available at this time</i>
Project/Event Management	Student must take one from this group	
Event Management	<i>Not available at this time</i>	<i>Not available at this time</i>
Project Management	PJMG6250: Project Management	<i>Not available at this time</i>