



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### University of Victoria

#### Division of Continuing Studies

Contact: Business and Management Programs

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PO Box 1700 STN CSC, Victoria BC V8W 2Y2

AAP Courses	University of Victoria Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	BMBA110: Business Writing
Human Resources Management	BMBA150: Human Resource Management
Organizational Behaviour	BMBA130: Organizational Behaviour
Supervision/Management Studies	BMBA250: Management Practices
<b>Elective courses:</b>	<b>Elective course:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
Computer Technology – advanced courses in Excel, Access, etc.	BMBA200: Management Computing
Social Media	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>
<b>Business Operations</b>	<b>Student must take one from this group</b>
Business or Commercial Law	BMBA300: Business Law
Economics	BMBA230: Economics
Financial Accounting	BMBA140: Financial Accounting
Marketing	BMBA240: Marketing
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
<b>Project/Event Management</b>	<b>Student must take one from this group</b>
Event Management	<i>Not available at this time</i>
Project Management	TECJ410: Project Management