



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### University of Manitoba

#### Division of Extended Education

<https://umanitoba.ca/extended-education/>

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AAP Courses	University of Manitoba Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	MGMT 0120: Managerial Communication <b>OR</b> MGMT 0520 Excellence in Communication
Human Resources Management	HRM 0100: Managing the Human Resources Function
Organizational Behaviour	MGMT 0110: Organizational Behaviour <b>OR</b> MGMT 0124 Managing Organizational Change
Supervision/Management Studies	LRDS 0180: Leadership for Municipal Managers: Concept, Principles, and Application
<b>Elective courses:</b>	<b>Elective courses:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
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>
Board Governance	<i>Not available at this time</i>
Business or Commercial Law	MGMT 0130: Canadian Business Law
Change Management	MGMT 0122 The Practice of Change Management <b>OR</b> MGMT 0124 Managing Organizational Change
Critical Thinking	<i>Not available at this time</i>
Economics	<i>Not available at this time</i>
Financial Accounting	FINC 0200: Introduction to Accounting for Business
Marketing	MGMT 0140: Introduction to Marketing
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>

AAP Courses	University of Manitoba Courses
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	MGMT 0150: Project Management

Note: These University of Manitoba courses qualify towards the University's Certificate in Management and Administration, the Certificate in Applied Management, Human Resource Management, Business Analysis, Certificate in Manitoba Municipal Administration and several Letter of Accomplishment programs offered through Extended Education.