



## Canadian Certified Administrative Professional (CCAP) Course List

### Western University

#### Continuing Studies

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AAP Courses	Western University Courses	
	UWO Continuing Education Equivalent	UWO Degree Credit Equivalent (NOT offered through Continuing Education)
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>	
Business English	BSMG6207: Managerial Communications (offered online and in class)	Writing 101
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>
<b>Elective courses:</b>	<b>Elective courses:</b>	
Business or commercial law	BSMG6203: Business Law	Admin Studies 275 a/b
Computer technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>	<i>Not available at this time</i>
Economics	<i>Not available at this time</i>	Eco 20
Event management	<i>Not available at this time</i>	<i>Not available at this time</i>
Financial accounting	BSMG6201: Fundamentals of Accounting (offered online and in class)	Business 257
Human resources management	BSMG6202: Introduction to Human Resource Management (offered online and in class)	<i>Not available at this time</i>
Marketing	MRKT6281: Principles of Marketing	<i>Not available at this time</i>
Project management	PJMG6250: Project Management	<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>
Social media	<i>Not available at this time</i>	<i>Not available at this time</i>

AAP Courses	Western University Courses	
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Statistics	<i>Not available at this time</i>	<i>Not available at this time</i>
Website design/management	<i>Not available at this time</i>	<i>Not available at this time</i>