



Association of
Administrative
Professionals



Canadian Certified
Administrative Professional

Canadian Certified Administrative Professional (CCAP) Course List

Mount Saint Vincent University

Department of Business and Tourism

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AAP Courses	Mount Saint Vincent University Courses
Compulsory courses:	Compulsory courses:
Business English	Business 2202: Communications Management
Organizational behaviour	BUSI 2214: Organizational Behaviour: Individuals in Organizations
Supervision/management studies	BUSI 4414: Leadership Theory and Practice in Organizations
Elective courses:	Elective courses:
Business or commercial law	BUSI 2259: Legal Aspect of Business
Computer technology – advanced courses in Excel, Access, etc.	CPMS 2245: Spreadsheet Applications
Economics	ECON 1101: Introduction to Microeconomics AND ECON 1102: Introduction to Macroeconomics
Event management	Tourism 3323: Event and Meeting Management
Financial accounting	BUSI 2221: Introduction to Accounting I AND BUSI 2222: Introduction to Accounting II
Human resources management	BUSI 3313: Human Resources Management
Marketing	BUSI 2230: Principles of Marketing AND BUSI 2231: Applied Marketing
Project management	INTE 2011: Introduction to Project Management
Psychology	BUSI/WOMS 4406: Managing Diversity: Gender and Other Issues OR BUSI 3314: Labour Relations
Public relations	PBRL 2012: Public Relations Writing: Theory and Practice
Social media	<i>Not available at this time</i>

AAP Courses	Mount Saint Vincent University Courses
Statistics	Math 2208: Introduction to Statistics I AND Math 2209: Introduction to Statistics II
Website design/management	INTE 2263: Introduction to Web Design and Development