

Canadian Certified Administrative Professional (CCAP) Course List

Mount Saint Vincent University

Department of Business and Tourism

Contact: Dr. Elsie Henderson

Email: elsie.henderson@msvu.ca

Phone: (902) 457-6486

McCain 405Q, 166 Bedford Highway, Halifax NS B3M 2J6

AAP Courses	Mount Saint Vincent University Courses
Compulsory courses:	Compulsory courses:
Business English	Business 2202: Communications & Self Management Skills
Human Resources Management	BUSI 3313: Human Resources 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:
Technology/Computer Skills	Student must take one from this group
Computer Technology – advanced courses in Excel, Access, etc.	CPMS 2245: Spreadsheet Applications
Social Media	<i>Not available at this time</i>
Website Design/Management	INTE 2263: Introduction to Web Design and Development
Business Operations	Student must take one from this group
Business or Commercial Law	BUSI 2259: Legal Aspect of Business
Economics	ECON 1101: Introduction to Microeconomics AND ECON 1102: Introduction to Macroeconomics
Financial Accounting	BUSI 2221: Introduction to Accounting I AND BUSI 2222: Introduction to Accounting II
Marketing	BUSI 2230: Principles of Marketing AND BUSI 2231: Applied Marketing
Psychology	BUSI 3314: Labour Relations OR BUSI/WOMS 4406: Managing Diversity: Gender and Other Issues
Public Relations	PBRL 2012: Public Relations Writing: Theory and Practice

AAP Courses	Mount Saint Vincent University Courses
Statistics	Math 2208: Introduction to Statistics I AND Math 2209: Introduction to Statistics II
Project/Event Management	Student must take one from this group
Event Management	Tourism 3323: Event and Meeting Management
Project Management	INTE 2011: Introduction to Project Management