



Canadian Certified Administrative Professional (CCAP) Course List

Georgian College

Part-time Studies

Contact: Jenny Wilcox

Email: jenny.wilcox@georgiancollege.ca

Phone: (705) 728-1968

One Georgian Drive, Barrie ON L4M 3X9

AAP Courses	Georgian College Courses
Compulsory courses:	Compulsory courses:
Business English	COMM1016 Communications Essentials
Human Resources Management	HURM1005 Human Resources Planning OR HURM1000 Human Resource Management Foundations
Organizational Behaviour	BUSI1001 Organizational Behaviour
Supervision/Management Studies	MGMT2001 Principles of Management
Elective courses:	Elective courses:
Technology/Computer Skills	
Computer Technology – advanced courses in Excel, Access, etc.	COMP1003 Microcomputer Applications AND COMP2067 Advanced Computer Applications
Social Media	ADVE2020 Social Media
Website Design/Management	COMP1002 Web and Internet Fundamentals
Business Operations	Student must take one from this group
Business or Commercial Law	LAWS2000 Business Law
Economics	ECON1000 Microeconomics AND ECON2000 Macroeconomics
Financial Accounting	ACCT1000 Financial Accounting Principles 1 AND ACCT1003 Finance and Management Accounting
Marketing	MKTG1000 Introduction to Marketing AND MKTG1001 Planning the Marketing Strategy

Psychology	PSYL1001 Introduction to Psychology AND PSYL1002 Introduction to Psychology 2
Public Relations	ADVE2004 Public Relations
Statistics	STAT2000 Statistics 1
Project/Event Management	Student must take one from this group
Event Management	BUSI2013 Event Planning OR RECR1002 Event Planning
Project Management	MGMT2012 Project Management OR OFAD2018 Project Management for the Office Professional

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