Canadian Certified Administrative Professional (CCAP)

Frequently Asked Questions

Is this a Georgian certificate program?
No. The Association of Administrative Professionals (AAP) awards the CCAP designation. Georgian offers a number of courses that have been approved by AAP as the educational requirements for CCAP. There is no Georgian credential attached to these courses.

When can I start taking courses?
Intakes: September, January, May

Can I do this online?
Not all courses are available online. Our chart showing online options plus our OntarioLearn Equivalents is below. Please review the Equivalency Chart provided by AAP (on our website) to review the course requirements. The Equivalency Chart shows the mandatory and option course categories.

Georgian College Courses	Delivered Online	OntarioLearn equivalent (ONLINE)
COMM 1016 Communications Essentials	Y	COMM1024: Communications 1 (ODE)
HURM 1005 Human Resources Planning **OR** HURM 1000 Human Resource Management Foundations	N Y	No equivalent No equivalent
BUSI 1001 Organizational Behaviour	Y	No equivalent
MGMT 2001 Principles of Management	N	MGMT2024: Management Principles (ODE)
COMP 1003 Microcomputer Applications **AND** COMP 2067 Advanced Computer Applications	Y N	COMP1065: Introduction to Computers 2 (ODE) No equivalent
COMP 2100 Social Media and Web Management	N	
COMP 1002 Web and Internet Fundamentals	N	No equivalent
LAWS 2000 Business Law	N	LAWS2054: Business Law 1(ODE)

Georgian College Courses	Delivered Online	OntarioLearn equivalent (ONLINE)
ECON 1000 Microeconomics **AND** ECON 2000 Macroeconomics	N N	ECON1004: Microeconomics (ODE) **AND** ECON2006: Intro to Macroeconomics (ODE)
ACCT 1000 Financial Accounting Principles 1 **AND** ACCT 1003 Finance and Management Accounting	Y Y	ACCT1011 Financial Accounting 1 (ODE) **AND** ACCT1015 Managerial Cost Accounting (ODE)
MKTG 1000 Introduction to Marketing **AND** MKTG 1001 Planning the Marketing Strategy	Y N	MKTG1020 Marketing 1 (ODE) **AND** MKTG1021 Marketing 2 (ODE)
PSYL1001 Introduction to Psychology **AND** PSYL1002 Introduction to Psychology 2	Y Y	PSYL1021 Psychology Introduction (ODE) No equivalent
ADVE2004 Public Relations	N	No equivalent
STAT2000 Statistics 1	N	STAT2004 Statistics (ODE)
BUSI2013 Event Planning OR RECR1002 Event Planning	N Y	No equivalent No equivalent
MGMT2012 Project Management OR OFAD2018 Project Management for the Office Professional	N N	MGMT2027 Intro to Project Management MGMT2027 Intro to Project Management

Do I need to apply?

There is no application process to take these courses through Georgian.
Information about AAP can be found on its website: https://canadianadmin.ca/certification/ccap

In order to register into courses, you will need a Georgian College student number.
Create your student number online: Student Number

Once you have your student number, you must connect with the Registrar's Office to be assigned a program Major. While you will not be pursuing a Georgian program, you still require a Major in order to register into courses. The majority of these courses can be taken with the Major BUSG (Business Diploma).

Contact form for the Registration Office: Contact Form
When filling out the form, you will need your student number. On the Form, choose Registration and choose Part-time Studies. In the Additional Information area, list the courses you want to register into in the current semester and that you are following the CCAP designation and require the Major BUSG.

How do I register?

Students with a student number who have been assigned a major can register into courses through the Continuing Education website program page: CCAP

Students can also register by calling 705-722-1511 or emailing registrar@georgiancollege.ca .

Most courses are available for registration (and viewing on the CE website) once the Add/Drop period begins for the upcoming semester. This is generally 2 weeks prior to the semester start date. The Add/Drop period can be found on our main website under IMPORTANT DATES in the drop down menus.

Some courses are available for registration earlier – you will see what is open on the CE website link above.) Or, contact Tammy – information at the bottom of this document and she can assist you with course availability and dates.

Registration questions? Watch this how-to video!
    Continuing Education - Georgian College - YouTube

What is the cost of the program?

There is no program fee when studying part-time.
As a part-time student, you can take 1, 2 or 3 courses at a time in any given semester.
Payment is per course, as you register. The course fees change year-to-year and course to course. The best source for accurate fees is to check the website: CCAP

See screenshot below.

Canadian Certified Administrative Professional

CANADIAN CERTIFIED ADMINISTRATIVE PROFESSIONAL

Program Code	QAAC
Campus	BARRIE

Contact us
• coned@georgiancollege.ca
• 705.722.5149

The Canadian Certified Administrative Professional (CCAP) is a certification for administrative professionals. Association of Administrative Professionals (AAP) members are encouraged to attain the CCAP designation.

The AAP administers the CCAP program, but the educational component of the CCAP designation is met by completing seven courses available at accredited universities and colleges across Canada.

Please direct questions about the CCAP designation to the Association of Administrative Professionals.

The courses required by AAP available through Georgian College are listed in the equivalency chart found on this page. The chart below shows active courses in this semester.

Please see our course listings of available General Education and Communications courses for this program.

[How to apply]

[Equivalency chart]

CURRENT COURSE OFFERINGS

COURSE TITLE	COURSE CODE	ONTARIOLEARN EQUIVALENTS	MANDATORY
Advanced Computer Applications	COMP2067		
Business Law	LAWS2000	LAWS2054 - Business Law (ODE) LAWS2031 - Business Law 1 (ODE)	
Event Planning	RECR1002	RECR1008 - Event Management Strategies (ODE)	

Click on Course name to view fees and schedule

Each course listed links to course sections with fees:

How do I know which courses to take?

QAA has created an equivalency chart – you can view it on the website:

Don't forget to look into a Credit Transfer/Prior Learning Recognition evaluation of your past education and experience for fast tracking through the program.
https://www.georgiancollege.ca/admissions/credit-transfer/

QUESTIONS? We are here to help!

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