

Canadian Certified Administrative Professional (CCAP) Course List

Georgian College

Part-time Studies

AAP Courses	Georgian College Courses	Online Courses
Compulsory courses:	Compulsory courses:	
Business English	COMM1016 Communications Essentials	COMM1016 OR COMM1024 Communications 1 (ODE)
Human Resources Management	HURM1005 Human Resources Planning OR HURM1000 Human Resource Management Foundations	HURM1000
Organizational Behaviour	BUSI1001 Organizational Behaviour	BUSI1001
Supervision/Management Studies	MGMT2001 Principles of Management	MGMT2024 Management Principles (ODE)
Elective courses:	Elective courses:	
Technology/Computer Skills		
Computer Technology – advanced courses in Excel, Access, etc.	COMP1003 Microcomputer Applications AND ACCT2012 Applied Excel (<i>pre-req COMP1003</i>)	COMP1003 ACCT2012
Social Media	ADVE2020 Social Media	n/a
Website Design/Management	COMP1002 HTML, CSS, & JS Fundamentals	n/a
Business Operations	Student must take one from this group	
Business or Commercial Law	LAWS2000 Business Law	LAWS2054 Business Law (ODE)

AAP Courses	Georgian College Courses	Online Courses
Economics	ECON1000 Microeconomics AND ECON2000 Macroeconomics	ECON1004 Microeconomics (ODE) ECON2006 Macroeconomics (ODE)
Financial Accounting	ACCT1000 Financial Accounting Principles 1 AND ACCT1003 Finance and Management Accounting	ACCT1000 ACCT1003
Marketing	MKTG1000 Introduction to Marketing AND MKTG1001 Planning the Marketing Strategy	MKTG1000 MKTG1021 Marketing 2 (ODE)
Psychology	PSYL1001 Psychology: Understand Yourself AND PSYL1002 Introduction to Psychology 2	PSYL1001 Psychology: Understand Yourself PSYL1002 Introduction to Psychology 2
Public Relations	ADVE2004 Public Relations	n/a
Statistics	STAT2000 Statistics 1	STAT2004 Statistics (ODE)
Project/Event Management	Student must take one from this group	
Event Management	BUSI2013 Principles of Event Planning OR RECR1002 Event Planning	RECR1002 (Winter semester only)
Project Management	MGMT2012 Project Management OR OFAD2018 Project Management for the Office Professional	MGTM2027 Intro to Project Management (ODE)

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