

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	Y Y	
BUSI 1001 Organizational Behaviour	Y	
MGMT 2001 Principles of Management	Y	MGMT2024: Management Principles (ODE)
COMP 1003 Microcomputer Applications AND ACCT2012 Applied Excel (pre-req COMP1003)	Y Y	
ADVE 2020 Social Media	N	
COMP 1002 HTML, CSS & JS Fundamentals	N	
LAWS 2000 Business Law	Y	LAWS2054: Business Law 1(ODE)
ECON 1000 Microeconomics AND ECON 2000 Macroeconomics	Y Y	ECON1004: Microeconomics (ODE) ECON2006: Intro to Macroeconomics (ODE)

Georgian College Courses	Delivered Online	OntarioLearn Equivalent (ONLINE)
ACCT 1000 Financial Accounting Principles 1 AND ACCT 1003 Finance and Management Accounting	Y Y	
MKTG 1000 Introduction to Marketing AND MKTG 1001 Planning the Marketing Strategy	Y N	MKTG1021 Marketing 2 (ODE)
PSYL1001 Psychology: Understand Yourself AND PSYL1002 Introduction to Psychology 2	Y Y	
ADVE2004 Public Relations	N	
STAT2000 Statistics 1	Y	STAT2004 Statistics (ODE)
BUSI2013 Event Planning OR RECR1002 Event Planning	N Y	
MGMT2012 Project Management OR OFAD2018 Project Management for the Office Professional	N N	MGMT2027 Intro to Project Management (ODE)

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.



What courses are included in the Canadian Certified Administrative Professional program?

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.

Currently available courses are linked below. Please see our course listings of available [General Education](#) and [Communications](#) courses for this program.

Course title	Course code	OntarioLearn equivalents
Business Law	LAWS 2000	Business Law (ODE)
Finance and Mgmt Accounting	ACCT 1003	Managerial Cost Acctg (ODE)
Financial Acctg. Principles 1	ACCT 1000	Financial Accounting 1 (ODE)
HTML, CSS, & JS Fund.	COMP 1002	
Human Res. Mgmt. Foundations	HURM 1000	
Human Resources Planning	HURM 1005	
Intro to Computers 2 (ODE)	COMP 1065	
Intro to Project Management	MGMT 2012	Intro to Project Mgmt (ODE)
Intro to Project Mgmt (ODE)	MGMT 2027	

Each course listed links to course sections with fees:

Financial Acctg. Principles 1

ACCT 1000

In this course, students are provided with knowledge of basic accounting procedures and theory. Students are taught the steps of the accounting cycle that result in useful information being produced for decision makers. Also included are adjusting entries, the preparation of financial statements, merchandising activities, and accounting information systems.

Credits
3

Course Hours
42

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program. Individual courses may be taken for skill improvement and upgrading.

For more information, please [contact Continuing Education](#)

Available Courses

Unless stated, the course fee does NOT include the textbook(s). Not all courses have required textbooks. See [registration data](#) for courses that are not yet open.

FINANCIAL ACCTG. PRINCIPLES 1 - ACCT 1000

Fee: \$344.40

Course registration number: 10226

Start: Tuesday, Sept. 6, 2022

End: Friday, Dec. 16, 2022

Class times

Days	Times	Building - Room
Online		

Campus: Barrie

FULL

How do I know which courses to take?

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

Earn your Canadian Certified Administrative Professional (CCAP) designation

Canadian Certified Administrative Professional

Advance your professional development and demonstrate your aptitude as an office administrator. Gain a competitive edge in your job search or career advancement!

[Equivalency chart](#)

[Information package](#)



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[2023-2024 program outline](#)

[Program outline archive](#)

QUESTIONS? We are here to help!

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