



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### Georgian College

#### Faculty of Continuing Education (Lectures)

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AAP Courses	Georgian College Courses
<b>Compulsory courses:</b>	<b>Compulsory courses:</b> Please provide in Course Code: Course Name format
Business English	COMM 1016: Communications Essentials
Organizational behaviour	BUSI 1001: Organizational Behaviour
Supervision/management studies	MGMT 2001: Principles of Management
<b>Elective courses:</b>	<b>Elective courses:</b> Please provide in Course Code: Course Name format
Business or commercial law	LAWS 2000: Business Law
Computer technology – advanced courses in Excel, Access, etc.	COMP 1003: Microcomputer Applications <b>AND</b> COMP 2067: Advanced Computer Applications
Economics	ECON 1000: Microeconomics <b>AND</b> ECON 2000: Macroeconomics
Event management	BUSI 2013: Event Planning
Financial accounting	ACCT 1000: Financial Accounting Principles 1 <b>AND</b> ACCT 1001: Financial Accounting Principles 2
Human resources management	HURM 1005: Human Resources Planning <b>OR</b> HURM 1000: Human Resource Management Foundations
Marketing	MKTG 1000: Introduction to Marketing <b>AND</b> MKTG 1001: Planning the Marketing Strategy
Project management	MGMT 2012: Project Management <b>OR</b> OFAD 2018: Project Management for the Office Professional
Psychology	PSYL 1001: Introduction to Psychology <b>AND</b> PSYL 1002: Introduction to Psychology 2
Public relations	ADVE 2004: Public Relations
Social media	COMP 2100: Social Media and Web Management

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AAP Courses	Georgian College Courses
Statistics	STAT 2000: Statistics 1
Website design/management	COMP 1002: Web and Internet Fundamentals