



## Canadian Certified Administrative Professional (CCAP) Course List

### Georgian College

#### Part-time Studies

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AAP Courses	Georgian College Courses	Online Course Options
<b>Compulsory courses:</b>	<b>Compulsory courses:</b>	<b>Compulsory courses:</b>
Business English	COMM 1016: Communications Essentials	COMM1016 Communications Essentials OR COMM1024: Communications 1 (ODE)
Human Resources Management	HURM 1005: Human Resources Planning <b>OR</b> HURM 1000: Human Resource Management Foundations	HURM 1000: Human Resource Management Foundations
Organizational Behaviour	BUSI 1001: Organizational Behaviour	BUSI 1001: Organizational Behaviour
Supervision/Management Studies	MGMT 2001: Principles of Management	MGMT2024: Management Principles (ODE)
<b>Elective courses:</b>	<b>Elective courses:</b>	<b>Elective courses:</b>
<b>Technology/Computer Skills</b>	<b>Student must take one from this group</b>	
Computer Technology – advanced courses in Excel, Access, etc.	COMP 1003: Microcomputer Applications <b>AND</b>  COMP 2067: Advanced Computer Applications	COMP1003 Microcomputer Applications OR COMP1065: Introduction to Computers 2 (ODE) <i>Not available at this time</i>
Social Media	COMP 2100: Social Media and Web Management	<i>Not available at this time</i>
Website Design/Management	COMP 1002: Web and Internet Fundamentals	<i>Not available at this time</i>

<b>Business Operations</b>		<b>Student must take one from this group</b>
Business or Commercial Law	LAWS 2000: Business Law	LAWS2054: Business Law 1(ODE)
Economics	ECON 1000: Microeconomics <b>AND</b> ECON 2000: Macroeconomics	ECON1004: Microeconomics (ODE) <b>AND</b> ECON2006: Intro to Macroeconomics (ODE)
Financial Accounting	ACCT 1000: Financial Accounting Principles 1 <b>AND</b> ACCT 1001: Financial Accounting Principles 2	ACCT1011: Financial Accounting 1 (ODE) <b>AND</b> ACCT1012: Financial Accounting 2 (ODE)
Marketing	MKTG 1000: Introduction to Marketing <b>AND</b> MKTG 1001: Planning the Marketing Strategy	MKTG1012: Marketing 1 (ODE) <b>AND</b> MKTG1013: Marketing 2 (ODE)
Psychology	PSYL 1001: Introduction to Psychology <b>AND</b> PSYL 1002: Introduction to Psychology 2	PSYL1021: Psychology Introduction (ODE)
Public Relations	ADVE 2004: Public Relations	<i>Not available at this time</i>
Statistics	STAT 2000: Statistics 1	STAT2004: Statistics (ODE)
<b>Project/Event Management</b>		<b>Student must take one from this group</b>
Event Management	BUSI 2013: Event Planning Or RECR 1002 Event Planning	RECR 1002 Event Planning
Project Management	MGMT 2012: Project Management <b>OR</b> OFAD 2018: Project Management for the Office Professional	MGMT2027: Intro to Project Management (ODE)