



Canadian Certified Administrative Professional (CCAP) Course List

Georgian College

Part-time Studies

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One Georgian Drive, Barrie ON L4M 3X9

| AAP Courses | Georgian College Courses |
|---|---|
| Compulsory courses: | Compulsory courses: |
| Business English | COMM 1016: Communications Essentials |
| Human Resources Management | HURM 1005: Human Resources Planning OR HURM 1000: Human Resource Management Foundations |
| Organizational Behaviour | BUSI 1001: Organizational Behaviour |
| Supervision/Management Studies | MGMT 2001: Principles of Management |
| Elective courses: | Elective courses: |
| Technology/Computer Skills | |
| Computer Technology – advanced courses in Excel, Access, etc. | COMP 1003: Microcomputer Applications AND COMP 2067: Advanced Computer Applications |
| Social Media | ADVE 2020: Social Media |
| Website Design/Management | COMP 1002: Web and Internet Fundamentals |
| Business Operations | Student must take one from this group |
| Business or Commercial Law | LAWS 2000: Business Law |
| Economics | ECON 1000: Microeconomics AND ECON 2000: Macroeconomics |
| Financial Accounting | ACCT 1000: Financial Accounting Principles 1 AND ACCT 1003: Finance and Management Accounting |
| Marketing | MKTG 1000: Introduction to Marketing AND MKTG 1001: Planning the Marketing Strategy |

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| Psychology | PSYL 1001: Introduction to Psychology AND PSYL 1002: Introduction to Psychology 2 |
| Public Relations | ADVE 2004: Public Relations |
| Statistics | STAT 2000: Statistics 1 |
| Project/Event Management | Student must take one from this group |
| Event Management | BUSI 2013: Event Planning OR RECR 1002 Event Planning |
| Project Management | MGMT 2012: Project Management OR OFAD 2018: Project Management for the Office Professional |