



Association of  
Administrative  
Professionals



Canadian Certified  
Administrative Professional

## Canadian Certified Administrative Professional (CCAP) Course List

### Georgian College

#### Part-time Studies

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

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