



Canadian Certified Administrative Professional (CCAP) Course List

Georgian College

Faculty of Continuing Education (Lectures)

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AAP Courses	Georgian College Courses	Online Course Options
Compulsory courses:	Compulsory courses:	Compulsory courses:
Business English	COMM 1016: Communications Essentials	COMM1018: Communications 1
Organizational behaviour	BUSI 1001: Organizational Behaviour	<i>Not available at this time</i>
Supervision/management studies	MGMT 2001: Principles of Management	MGMT2024: Management Principles
Elective courses:	Elective courses:	Elective courses:
Business or commercial law	LAWS 2000: Business Law	LAWS2031: Business Law
Computer technology – advanced courses in Excel, Access, etc.	COMP 1003: Microcomputer Applications AND COMP 2067: Advanced Computer Applications	COMP1065: Introduction to Computers 2
Economics	ECON 1000: Microeconomics AND ECON 2000: Macroeconomics	ECON1003: Intro to Microeconomics AND ECON2005: Intro to Macroeconomics
Event management	BUSI 2013: Event Planning	<i>Not available at this time</i>
Financial accounting	ACCT 1000: Financial Accounting Principles 1 AND ACCT 1001: Financial Accounting Principles 2	ACCT1011: Financial Accounting 1 AND ACCT1012: Financial Accounting 2
Human resources management	HURM 1005: Human Resources Planning OR HURM 1000: Human Resource Management Foundations	<i>Not available at this time</i>

AAP Courses	Georgian College Courses	Online Course Options
Marketing	MKTG 1000: Introduction to Marketing AND MKTG 1001: Planning the Marketing Strategy	MKTG1012: Marketing 1 AND MKTG1013: Marketing 2
Project management	MGMT 2012: Project Management OR OFAD 2018: Project Management for the Office Professional	MGMT2019: Intro to Project Management
Psychology	PSYL 1001: Introduction to Psychology AND PSYL 1002: Introduction to Psychology 2	PSYL1021: Psychology Introduction
Public relations	ADVE 2004: Public Relations	<i>Not available at this time</i>
Social media	COMP 2100: Social Media and Web Management	<i>Not available at this time</i>
Statistics	STAT 2000: Statistics 1	STAT2004: Statistics
Website design/management	COMP 1002: Web and Internet Fundamentals	<i>Not available at this time</i>