



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

**QUALIFIED ADMINISTRATIVE ASSISTANT (QAA)
COURSE LIST**

ALGONQUIN COLLEGE

Centre for Continuing and Online Learning
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Association Courses	Algonquin College Courses
Compulsory Courses:	Compulsory Courses:
Business English	ENL1813: Communications I
Organizational Behaviour	MGT2382: Organizational Behaviour
Supervision/Management Studies	MGT2310: Management Principles
Elective Courses:	Elective Courses:
Business or Commercial Law	LAW1702: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	BUS2301: Business Computer Applications
Economics	ECO2305: Microeconomics OR ECO2306: Macroeconomics
Event Management	<i>Not available at this time</i>
Financial Accounting	ACC2201: Financial Accounting I
Human Resources Management	MGT2381: Human Resources Management
Marketing	MKT2205: Marketing Foundations
Project Management	MGT5164: Introduction to Project Management
Psychology	PSY1710: Introduction to Psychology
Public Relations	<i>Not available at this time</i>
Social Media	COM0011: Introduction to Social Media
Statistics	QUA2221: Statistics
Website Design/Management	<i>Not available at this time</i>