



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

ATHABASCA UNIVERSITY

Distance Learning

Contact: Student Support Centre, Faculty of Business

Email: business-support@athabascau.ca

Phone: 1-800-468-6531

1 University Drive
Athabasca AB T9S 3A3

Association Courses	Athabasca University Courses
Compulsory Courses:	Compulsory Courses:
Business English	ADMN 233: Writing Skills OR ENGL 255: Introductory Composition
Organizational Behaviour	ORGB 364: Organizational Behaviour
Supervision/Management Studies	ADMN 232: Introduction to Management
Elective Courses:	Elective Courses:
Business or Commercial Law	LGST 369: Commercial Law
Computer Technology – advanced courses in Excel, Access, etc.	COMP 266: Intro to Web Programming
Economics	ECON 247: Microeconomics OR ECON 248: Macroeconomics
Event Management	<i>Not available at this time</i>
Financial Accounting	ACCT 253: Introductory Financial Accounting OR ACCT 250: Accounting for Managers
Human Resources Management	HRMT 386/ORGB 386: Introduction to Human Resource Management
Marketing	MKTG 396: Introduction to Marketing
Project Management	ADMN 205: Introduction to Project Management
Psychology	PSYC 289: Psychology as a Natural Science
Public Relations	CMNS 444: Media Relations
Social Media	<i>Not available at this time</i>
Statistics	MGSC 301: Management Science OR MATH 215: Mathematics
Website Design/Management	<i>Not available at this time</i>