



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

CONFEDERATION COLLEGE

Continuing Education

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Association Courses	Confederation College Courses
Compulsory Courses:	Compulsory Courses:
Business English	OL338 Communications for Business II OR CS200 Professional Writing OR CS220 Business Communications
Organizational Behaviour	OL173 (Business Management and) Organizational Behaviour OR HR232 Organizational Behaviour
Supervision/Management Studies	OL069 Supervisory Skills (Business or Industry)
Elective Courses:	Elective Courses:
Business or Commercial Law	OL102 Business Law I OR GB317 Business Law and Ethics
Computer Technology – advanced courses in Excel, Access, etc.	OL804 Word Expert OR OA125 Word Processing Concepts OR OL803 Excel Expert OR OL801 Access Expert
Economics	OL114 Microeconomics AND OL117 Macroeconomics OR EC312 Microeconomics AND EC402 Macroeconomics
Event Management	<i>Not available at this time</i>
Financial Accounting	OL090 Accounting Basics I AND OL091 Accounting Basics II OR AC102 Introductory Accounting AND AC202 Fundamental Accounting Principles
Human Resources Management	OL135 Human Resources Management Principles OR HR508 Introduction to Human Resource Management OR HR131 Introduction to Human Resources

Association Courses	Confederation College Courses
Marketing	OL118 Marketing I AND OL050 Marketing II OR MK114 Introduction to Marketing AND MK213 Advanced Marketing OR MK263 Marketing II
Project Management	OL372 Intro to Project Management OR MK527 Project Management
Psychology	OL230 Introduction to Psychology AND OL374 Personality Psychology OR PY199 Introductory Psychology AND OL374 Personality Psychology
Public Relations	<i>Not available at this time</i>
Social Media	<i>Not available at this time</i>
Statistics	OL611 Statistics OR MA631 Mathematics VI OR NR427 Introductory Statistics for Environmental Applications
Website Design/Management	<i>Not available at this time</i>

Note: "OL" = OntarioLearn online course