



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS  
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

**CONFEDERATION COLLEGE**

**Continuing Education**

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| <b>Association Courses</b>                                    | <b>Confederation College Courses</b>   |
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| <b>Compulsory Courses:</b>                                    | <b>Compulsory Courses:</b>   |
| Business English  | OL338 Communications for Business II   |
| Organizational Behaviour                                      | OL173 (Business Management and) Organizational Behaviour                           |
| Supervision/Management Studies                                | OL069 Supervisory Skills (Business or Industry)                                    |
| <b>Elective Courses:</b>                                      | <b>Elective Courses:</b>   |
| Business or Commercial Law                                    | OL102 Business Law I   |
| Computer Technology – advanced courses in Excel, Access, etc. | OL804 Word Expert <b>OR</b><br>OL803 Excel Expert <b>OR</b><br>OL801 Access Expert |
| Economics   | OL114 Microeconomics <b>AND</b><br>OL117 Macroeconomics                            |
| Event Management  | <i>Not available at this time</i>  |
| Financial Accounting  | OL090 Accounting Basics I <b>AND</b><br>OL091 Accounting Basics II                 |
| Human Resources Management                                    | OL135 Human Resources Management Principles  |
| Marketing   | OL118 Marketing I <b>AND</b><br>OL050 Marketing II                                 |
| Project Management  | OL372 Intro to Project Management  |
| Psychology  | OL230 Introduction to Psychology <b>AND</b><br>OL374 Personality Psychology        |
| Public Relations  | <i>Not available at this time</i>  |
| Social Media  | <i>Not available at this time</i>  |
| Statistics  | OL611 Statistics   |
| Website Design/Management                                     | <i>Not available at this time</i>  |

Note: “OL” = Confederation College/OntarioLearn online learning course

Last Updated: October 25, 2016