



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS  
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

**DOUGLAS COLLEGE**

**Lecture**

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<b>Association Courses</b>	<b>Douglas Courses</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
Business English	CMNS 1111: Workplace Communications <b>OR</b> CMNS 1115: Practical Writing
Organizational Behaviour	SOSC 2140: Behaviour in Organizations
Supervision/Management Studies	BUSN 1210: Management Essentials
<b>Elective Courses:</b>	<b>Elective Courses:</b>
Business or Commercial Law	BUSN 1320: Business Law I <b>AND</b> BUSN 2420: Business Law II
Computer Technology – advanced courses in Excel, Access, etc.	CSIS 1110: Introduction of Computers
Economics	ECON 1101: The Canadian Economy
Event Management	<i>Not available at this time</i>
Financial Accounting	ACCT 1110: Principles of Accounting I <b>AND</b> ACCT 1210: Principles of Accounting II
Human Resources Management	BUSN 3350: Human Resource Management
Marketing	MARK 1120: Introductory Marketing
Project Management	<i>Not available at this time</i>
Psychology	PSYC 1100: Introduction to Psychology I
Public Relations	<i>Not available at this time</i>
Social Media	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>