



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS  
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

**DURHAM COLLEGE**

**School of Continuing Education – Distance Education**

Contact: Distance Education

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Oshawa ON L1H 7L7

Association Courses	Durham College Courses
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
Business English	COMM 3282/COMM 3254: Communications for Business II <b>OR</b> ENG 1081: English I <b>OR</b> COMM 3280: Communications for Career Prep
Organizational Behaviour	HRM 3281/HRM 3251: Organizational Behaviour
Supervision/Management Studies	MGMT 1280: Management Principles <b>OR</b> ES 1281: Leadership and Career Management
<b>Elective Courses:</b>	<b>Elective Courses:</b>
Business or Commercial Law	LAW 2280: Business Law <b>OR</b> LAW 2385: Canadian Law and Provincial Legislation
Computer Technology – advanced courses in Excel, Access, etc.	PROG 1281: Programming for the Absolute Beginner <b>OR</b> WEB 1084: Creating WordPress Websites
Economics	ECON 1280/ECON 1250: Economics I <b>AND</b> ECON 2280/ECON 2250: Economics II
Event Management	<i>Not available at this time</i>
Financial Accounting	ACCT 1280/ACCT 1290/ACCT 1250: Accounting I <b>AND</b> ACCT 2280/ACCT 2290/ACCT 2250: Accounting II
Human Resources Management	HRM 1283/HRM 1293: Human Resource Management Principles
Marketing	MKTG 1280/MKTG 1250: Marketing I
Project Management	PROJ 1280: Project Management Introduction
Psychology	PSYC 1051/PSYC 1090/PSYC 1050: Psychology Introduction
Public Relations	<i>Not available at this time</i>
Social Media	<i>Not available at this time</i>
Statistics	STAT 2250/STAT 2280/STAT 3186: Statistics
Website Design/Management	<i>Not available at this time</i>