



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

**QUALIFIED ADMINISTRATIVE ASSISTANT (QAA)
CONTACTS AND COURSE TITLES**

GEORGIAN COLLEGE

Faculty of Continuing Education (Lectures)

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Barrie ON L4M 3X9

Association Courses	Georgian Courses
Compulsory Courses:	Compulsory Courses:
Business English	COMM 1016: Communications Essentials
Organizational Behaviour	BUSI 1001: Organizational Behaviour
Supervision/Management Studies	MGMT 2001: Principles of Management
Elective Courses:	Elective Courses:
Business or Commercial Law	LAWS 2000: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	COMP 1003: Microcomputer Applications AND COMP 2067: Advanced Computer Applications
Economics	ECON 1000: Microeconomics AND ECON 2000: Macroeconomics
Event Management	<i>Not available at this time</i>
Financial Accounting	ACCT 1000: Financial Accounting Principles 1 AND ACCT 1001: Financial Accounting Principles 2
Human Resources Management	HURM 1005: Human Resources Planning OR HURM 1000: Human Resource Management Foundations
Marketing	MKTG 1000: Introduction to Marketing AND MKTG 1001: Planning the Marketing Strategy
Project Management	MGMT 2012: Project Management OR OFAD 2018: Project Management for the Office Professional
Psychology	PSYL 1001: Introduction to Psychology AND PSYL 1002: Introduction to Psychology 2
Public Relations	<i>Not available at this time</i>
Social Media	COMP 2100: Social Media and Web Management
Statistics	STAT 2000: Statistics 1
Website Design/Management	COMP 1002: Web and Internet Fundamentals