



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS  
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

**KEYANO COLLEGE**

Contact: Gina Langager, Chair, Business Programs

Email: [gina.langager@keyano.ca](mailto:gina.langager@keyano.ca)

Phone: (780) 791-8952

8115 Franklin Avenue

Fort McMurray AB T9H 2H7

<b>Association Courses</b>	<b>Keyano College Courses</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
Business English	BUS100: Business Communications <b>AND</b> BUS101: Report Writing and Presentations
Organizational Behaviour	BUS270: Organizational Behaviour
Supervision/Management Studies	BUS191: Management
<b>Elective Courses:</b>	<b>Elective Courses:</b>
Business or Commercial Law	BUS260: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	OA216: Excel Expert <b>OR</b> OA219: Web Page Design <b>OR</b> OA280: Access Expert
Economics	ECON101: Microeconomics <b>OR</b> ECON102: Macroeconomics
Event Management	<i>Not available at this time</i>
Financial Accounting	BUS130: Financial Accounting I <b>AND</b> BUS131: Financial Accounting II
Human Resources Management	BUS271: Human Resource Management
Marketing	BUS239: Marketing
Project Management	<i>Not available at this time</i>
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>
Social Media	<i>Not available at this time</i>
Statistics	BUS111: Business Statistics
Website Design/Management	<i>Not available at this time</i>