



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

MACEWAN UNIVERSITY

School of Continuing Education/Open Studies

Contact: Kelly Morris

Email: morrisk0@macewan.ca

<http://www.macewan.ca/OpenStudies>

Phone: (780) 497-5000

10700 104 Avenue NW

Edmonton AB T5J 4S2

Association Courses	MacEwan University Courses
Compulsory Courses:	Compulsory Courses:
Business English	ENGL 211: Business Communications
Organizational Behaviour	MGMT 122: Organizational Behaviour
Supervision/Management Studies	ORGA 330: Managerial Skill Development
Elective Courses:	Elective Courses:
Business or Commercial Law	LEGL 210: Business Law I
Computer Technology – advanced courses in Excel, Access, etc.	MGMT 107: Business Computing
Economics	ECON 101: Introduction to Microeconomics OR ECON 102: Introduction to Macroeconomics
Event Management	<i>Not available at this time</i>
Financial Accounting	ACCT 111: Financial Accounting I
Human Resources Management	HRMT 200: Management of Human Resources
Marketing	MGMT 131: Marketing
Project Management	BUSN 330: Project Management
Psychology	PSYC 104: Introductory Psychology I
Public Relations	PREL 230: Public Relations Fundamentals and Practice
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>