



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

MCGILL UNIVERSITY

School of Continuing Studies

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Association Courses	McGill University Courses
Compulsory Courses:	Compulsory Courses: Please provide Course Code: Course Name
Business English	<p>The Certificate of Proficiency – English for Professional Communication is a part-time, 10 course program. http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-english-professional-communication. Communicate with the Assistant Area Coordinator, Margaret Levy at margaret.levy@mcgill.ca.</p> <p>The three equivalent courses are: CEEN 412: English Oral Communication Techniques CEEN 421: English Written Communication Contexts CEEN 422: English Oral Communication Contexts</p>
Organizational Behaviour	MGCR 222: Introduction to Organizational Behaviour OR CORG 551: Organizational Behaviour
Supervision/Management Studies	CGMG 282: Introduction to Business
Elective Courses:	Elective Courses: Please provide Course Code: Course Name
Business or Commercial Law	BUSA 364: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	MGCR 331 Information Systems Communicate with the Area Coordinator of IT, Dr. Hang Lau, at hang.lau@mcgill.ca .
Economics	MGCR 293: Managerial Economics AND ECON 295: Macro Economics Policy OR CEC2 532: Business Economics
Event Management	CPRL 532: Event Management OR CPRL 228: Event Management
Financial Accounting	MGCR 211: Introduction to Financial Accounting OR CACC 521: Concepts of Financial Accounting Communicate with the Area Coordinator of Finance, Rima Hindo, at rima.hindo@mcgill.ca .

Association Courses	McGill University Courses
Human Resources Management	ORGB 423: Human Resources Management OR CORG 555: Strategic Human Resources Management
Marketing	MGCR 352: Marketing Management OR CMRK 200: Fundamentals of Marketing OR CMRK 325: Global Marketing OR CMR2 542: Marketing Principles and Applications OR CMR2 566: Global Marketing Management Communicate with the Area Coordinator of Marketing, Dr. Nicolette Papastefanou, at nicolette.papastefanou@mcgill.ca .
Project Management	CGM2 510: Project Management: Tools and Techniques
Psychology	EDPC 501: Principles of Helping Relations
Public Relations	<i>Not available at this time</i>
Social Media	<i>Not available at this time</i>
Statistics	CMS2 521: Applied Management Statistics Communicate with the Area Coordinator of Statistics, Paul Robert Chouha, at paul.chouha@mcgill.ca .
Website Design/Management	<i>Not available at this time</i>