



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS  
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

**McMASTER UNIVERSITY**

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<b>Association Courses</b>	<b>McMaster University Courses</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
Business English	BUS 850: Business Communications
Organizational Behaviour	HRM 821: Organizational Behaviour
Supervision/Management Studies	BUS 847: Principles and Practices of Supervision
<b>Elective Courses:</b>	<b>Elective Courses:</b>
Business or Commercial Law	BUS 436: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	PUB 111: Building Social Media Relations <b>OR</b> PUB 113: Social Media Research and Techniques <b>OR</b> WEB 104: Building a Website
Economics	ACC 818: Economics
Event Management	<i>Not available at this time</i>
Financial Accounting	HRM 817: Business Finance and Accounting <b>OR</b> ACC 925: Introduction to Financial Accounting
Human Resources Management	HRM 901: Human Resources Management
Marketing	MKT 819: Introduction to Marketing
Project Management	PMP 101: Project Management Module 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	ACC 855: Business Statistics
Website Design/Management	<i>Not available at this time</i>