



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

MOHAWK COLLEGE

School of Continuing Education

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Hamilton ON L8N 3T2

Association Courses	Mohawk College Courses
Compulsory Courses:	Compulsory Courses:
Business English	COMMLL041: Communication
Organizational Behaviour	BUSNPIR22: Organizational Behaviour and Administration
Supervision/Management Studies	MGMTCSMA02: Supervisory Skills for Business and Industry
Elective Courses:	Elective Courses:
Business or Commercial Law	LAWSMCS05: Business Law - Introductory
Computer Technology – advanced courses in Excel, Access, etc.	INFO10080: Word Expert OR INFO10079: Excel Expert OR INFO10177: Access Expert
Economics	ECONEB122: Microeconomics AND ECONEB222: Macroeconomics
Event Management	<i>Not available at this time</i>
Financial Accounting	ACCT CB101: Accounting I AND ACCT10014: Accounting II Financial
Human Resources Management	MGMTBPC01: Human Resources Management Studies
Marketing	MRKTMCS08: Marketing Principles
Project Management	HRES10013: Introduction to Project Management
Psychology	PSYCSS156: Introductory Psychology AND PSYCSS271: Developmental Psychology
Public Relations	<i>Not available at this time</i>
Social Media	SSCI10045: Social Media and Society
Statistics	MATHMA570: Statistics
Website Design/Management	INFO 10144: Web Design Basics