



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

MOUNT SAINT VINCENT UNIVERSITY

Distance Learning and Continuing Education

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EMF Centre Room 106, 166 Bedford Highway

Halifax NS B3M 2J6

Association Courses	Mount Saint Vincent Courses
Compulsory Courses:	Compulsory Courses:
Business English	Business 2202: Communications Management
Organizational Behaviour	BUSI 2214: Organizational Behaviour: Individuals in Organizations
Supervision/Management Studies	BUSI 4414: Leadership Theory and Practice in Organizations
Elective Courses:	Elective Courses:
Business or Commercial Law	BUSI 2259: Legal Aspect of Business
Computer Technology – advanced courses in Excel, Access, etc.	CPMS 2245: Spreadsheet Applications
Economics	ECON 1101: Introduction to Microeconomics AND ECON 1102: Introduction to Macroeconomics
Event Management	Tourism 3323: Event and Meeting Management
Financial Accounting	BUSI 2221: Introduction to Accounting I AND BUSI 2222: Introduction to Accounting II
Human Resources Management	BUSI 3313: Human Resources Management
Marketing	BUSI 2230: Principles of Marketing AND BUSI 2231: Applied Marketing
Project Management	<i>Not available at this time</i>
Psychology	BUSI/WOMS 4406: Managing Diversity: Gender and Other Issues OR BUSI 3314: Labour Relations
Public Relations	PBRL 2012: Public Relations Writing: Theory and Practice
Social Media	<i>Not available at this time</i>
Statistics	Math 2208: Introduction to Statistics I AND Math 2209: Introduction to Statistics II
Website Design/Management	<i>Not available at this time</i>