



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS  
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

**SIMON FRASER UNIVERSITY**

**Professional Programs**

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<b>Association Courses</b>	<b>Simon Fraser Courses</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
Business English	BCPW 205: Advanced Study in Writing for Business and the Professions
Organizational Behaviour	MGMT 115: Organizational Behaviour
Supervision/Management Studies	MGMT 120: Business Administration
<b>Elective Courses:</b>	<b>Elective Courses:</b>
Business or Commercial Law	MGMT 360: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	MGMT 230: Economic Theory
Event Management	<i>Not available at this time</i>
Financial Accounting	MGMT 250: Financial Accounting Fundamentals
Human Resources Management	MGMT 310: Human Resources Management
Marketing	MGMT 240: Marketing Management
Project Management	PMC 100: Project Management a Team Approach
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>
Social Media	MGMT 368: Social Media Marketing
Statistics	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>