



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

UNIVERSITY OF CALGARY

Continuing Education

Contact: Rosanna Quintieri, Program Manager

Email: rquintie@ucalgary.ca

Phone: (403) 220-2988 or 1-866-220-4992

2500 University Drive NW

Calgary AB T2N 1N4

Association Courses	University of Calgary Courses ^{a)}
Compulsory Courses:	Compulsory Courses:
Business English	WRI 150: Writing in the Workplace
Organizational Behaviour	BMC 172: Human Behaviour in Organizations
Supervision/Management Studies	BMC 205: Business Management
Elective Courses:	Elective Courses:
Business or Commercial Law	BMC 117: Business Law OR BMC 188: Managing Investigations
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	BMC 171: Economics for Business
Event Management	<i>Not available at this time</i>
Financial Accounting	BMC 162: Accounting Fundamentals
Human Resources Management	BMC 165: Human Resources Management
Marketing	BMC 167: Marketing Principles
Project Management	BMC 299: Project Management Level I
Psychology	<i>Not available at this time</i>
Public Relations	BMC 119: Public Relations
Social Media	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>

Note: a) Courses are available face-to-face and online. Visit <http://www.conted.ucalgary.ca> for details and course offerings.