



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

UNIVERSITY OF MANITOBA

Continuing and Professional Studies

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Association Courses	University of Manitoba Courses
Compulsory Courses:	Compulsory Courses:
Business English	MGMT 0120: Managerial Communication
Organizational Behaviour	MGMT 0110: Organizational Behaviour
Supervision/Management Studies	LRDS 0100: Leadership: Concept, Principles, and Application
Elective Courses:	Elective Courses:
Business or Commercial Law	MGMT 0130: Canadian Business Law
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	ECON 1010: Introduction to Microeconomic Principles OR ECON 1020: Introduction to Macroeconomic Principles
Event Management	<i>Not available at this time</i>
Financial Accounting	FINC 0200: Introduction to Accounting for Business
Human Resources Management	HRM 0100: Managing the Human Resources Function
Marketing	MGMT 0140: Introduction to Marketing
Project Management	MGMT 0150: Project Management
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	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>

Note: The majority of these courses also qualify for the University's *Certificate in Management* program.