



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

UNIVERSITY OF REGINA

Centre for Continuing Education – Career and Professional Development

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Room 104, College Building

College Avenue Campus

Regina SK S4S 0A2

Association Courses	University of Regina Courses
Compulsory Courses:	Compulsory Courses:
Business English	PR 101: Writing and Editing for Public Relations
Organizational Behaviour	BUS 260: Organizational Behaviour
Supervision/Management Studies	BUS 361: Management of Performance
Elective Courses:	Elective Courses:
Business or Commercial Law	BUS 307: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	CS 100: Computer Science OR CS 270: Management Information Systems
Economics	ECON 100: Introductory Economics OR ECON 201: Microeconomics
Event Management	SRS 230: Venue and Event Management
Financial Accounting	BUS 285: Introduction to Financial Accounting OR BUS 288: Introduction to Managerial Accounting
Human Resources Management	BUS 250: Introduction to Human Resource Management and Industrial Relations
Marketing	BUS 210: Introduction to Marketing
Project Management	<i>Not available at this time</i>
Psychology	PSYC 101: Introductory Psychology A
Public Relations	PR 100: Foundations of Public Relations
Social Media	<i>Not available at this time</i>
Statistics	STAT 100: Elementary Statistics for Applications
Website Design/Management	<i>Not available at this time</i>