



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

WESTERN UNIVERSITY

Continuing Studies

Contact: Karen De Heus, Program Support Manager

Email: kdeheus@uwo.ca

Phone: (519) 661-3658, ext. 85665 / Fax: (519) 661-3799

355 Wellington Street

London ON N6A 3N7

Association Courses	Western University Courses	
	UWO Continuing Education Equivalent	UWO Degree Credit Equivalent (NOT offered through Continuing Education)
Compulsory Courses:	Compulsory Courses:	
Business English	BSMG6207: Managerial Communications (offered online and in class)	Writing 101
Organizational Behaviour	BSMG6205: Organizational Behaviour (offered online and in class)	Admin Studies 180
Supervision/Management Studies	<i>Not available at this time</i>	<i>Not available at this time</i>
Elective Courses:	Elective Courses:	
Business or Commercial Law	BSMG6203: Business Law	Admin Studies 275 a/b
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>	<i>Not available at this time</i>
Economics	<i>Not available at this time</i>	Eco 20
Event Management	<i>Not available at this time</i>	<i>Not available at this time</i>
Financial Accounting	BSMG6201: Fundamentals of Accounting (offered online and in class)	Business 257
Human Resources Management	BSMG6202: Introduction to Human Resource Management	<i>Not available at this time</i>
Marketing	MRKT6281: Principles of Marketing	<i>Not available at this time</i>
Project Management	PJMG6201: Introduction to Project Management	<i>Not available at this time</i>
Psychology	<i>Not available at this time</i>	Psych 20
Public Relations	<i>Not available at this time</i>	<i>Not available at this time</i>
Social Media	<i>Not available at this time</i>	<i>Not available at this time</i>

Association Courses	Western University Courses	
	UWO Continuing Education Equivalent	UWO Degree Credit Equivalent (NOT offered through Continuing Education)
Statistics	<i>Not available at this time</i>	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>	<i>Not available at this time</i>