



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

BOW VALLEY COLLEGE

Chiu School of Business, Continuing Education Department

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Calgary AB T2G 4V1

Association Courses	Bow Valley College Courses
Compulsory Courses:	Compulsory Courses:
Business English	MGMT1201: Business Communications
Organizational Behaviour	HRES1101: Organizational Behaviour
Supervision/Management Studies	MGMT9107: Essential Supervisory Skills
Elective Courses:	Elective Courses:
Business or Commercial Law	MGMT1601: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	PREL2103: PR and Digital Media (in-person)
Economics	MGMT1401: Microeconomics
Event Management	TOUR2201: Introduction to Event Management (in-person)
Financial Accounting	ACCT9101: Financial Accounting Introduction AND ACCT9102: Financial Accounting Intermediate
Human Resources Management	HRES2201: Introduction to Human Resources
Marketing	MKTG1101: Introduction to Marketing
Project Management	MGMT9120: Project Management Introduction
Psychology	<i>Not available at this time</i>
Public Relations	PREL2101: Introduction to Public Relations (in-person)
Social Media	<i>Not available at this time</i>
Statistics	MGMT2501: Introduction to Statistics (in-person)
Website Design/Management	<i>Not available at this time</i>