



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

UNIVERSITY OF ALBERTA

Contact: Kimmie Eichelt, Program Assistant
Management and Leadership Programs
Email: kimmie.eichelt@ualberta.ca
Phone: (780) 492-3027
93 University Campus NW
Edmonton AB T6G 2T4

Association Courses	University of Alberta Courses
Compulsory Courses:	Compulsory Courses:
Business English	EXGEN 3797: Grammar for Effective Writing AND EXGEN 3112: Writing Skills: Improving Style and Clarity
Organizational Behaviour	EXMGT 5587: Organizational Behaviour
Supervision/Management Studies	EXMGT 5577: Introduction to Management
Elective Courses:	Elective Courses:
Business or Commercial Law	EXMGT 5566: Commercial Law
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	EXMGT 5578: Introduction to Managerial Economics
Event Management	<i>Not available at this time</i>
Financial Accounting	EXMGT 5516: Financial Management and Budgeting
Human Resources Management	EXMGT 5596: Human Resources Foundations
Marketing	EXMGT 5584: Marketing
Project Management	EXMGT 5616: Project Planning and Management
Psychology	<i>Not available at this time</i>
Public Relations	<i>Not available at this time</i>
Social Media ¹⁾	EXSM 5510: Fundamentals of Social Media AND EXSM 3988: Effective Social Media Communication
Statistics	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>

Note: 1) These courses are also part of the Social Media Strategic Marketing Citation and the Social Media Communications Citation available through the University of Alberta. Visit <http://www.extension.ualberta.ca/study/communications/sm/> for more information.