



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

UNIVERSITY OF SASKATCHEWAN

Edwards School of Business

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Association Courses	University of Saskatchewan Courses
Compulsory Courses:	Compulsory Courses:
Business English	BAC 14: Business Communications
Organizational Behaviour	BAC 28: Organizational Behaviour
Supervision/Management Studies	BAC 11: Introduction to Business OR BAC 35: Global Environment of Business OR BAC 37: Business Decision Making OR BAC 38: Business Strategy
Elective Courses:	Elective Courses:
Business or Commercial Law	BAC 29: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	BAC 12: Managerial Economics
Event Management	<i>Not available at this time</i>
Financial Accounting	BAC 16: Financial Information for Decision Making
Human Resources Management	BAC 15: Human Resource Management
Marketing	BAC 25: Managerial Marketing
Project Management	<i>Not available at this time</i>
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: These University of Saskatchewan courses also qualify for their Business Administration Certificate. The contact above can provide further information on how to also obtain the Business Administration Certificate.