



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

UNIVERSITY OF GUELPH

Open Learning and Educational Support

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Association Courses	University of Guelph Courses
Compulsory Courses:	Compulsory Courses:
Business English	<i>Not available at this time</i>
Organizational Behaviour	100-0005: Organization and Management ^{a)}
Supervision/Management Studies	MGMT*2150DE: Introduction to Canadian Business Management
Elective Courses:	Elective Courses:
Business or Commercial Law	<i>Not available at this time</i>
Computer Technology – advanced courses in Excel, Access, etc.	CIS*1000DE: Intro to Computer Applications
Economics	<i>Not available at this time</i>
Event Management	<i>Not available at this time</i>
Financial Accounting	100-0017: Finance and Accounting Concepts ^{a)} OR ACCT*1220DE: Introduction to Financial Accounting
Human Resources Management	100-0001: Human Resources Administration ^{a)} OR HROB*3000DE: Human Resources Management
Marketing	MCS*1000DE: Introductory Marketing
Project Management	<i>Not available at this time</i>
Psychology	PSYC*1100DE: Principles of Behaviour
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: a) Non-degree credit course. The remainder are degree credit courses.