



ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS
ASSOCIATION DES PROFESSIONNELS DE L'ADMINISTRATION

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

KEYANO COLLEGE

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Association Courses	Keyano College Courses
Compulsory Courses:	Compulsory Courses:
Business English	BUS100: Business Communications AND BUS101: Report Writing and Presentations
Organizational Behaviour	BUS270: Organizational Behaviour
Supervision/Management Studies	BUS191: Management
Elective Courses:	Elective Courses:
Business or Commercial Law	BUS260: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	ECON101: Microeconomics OR ECON102: Macroeconomics
Event Management	<i>Not available at this time</i>
Financial Accounting	BUS130: Financial Accounting I AND BUS131: Financial Accounting II
Human Resources Management	BUS271: Human Resource Management
Marketing	BUS239: Marketing
Project Management	BUS294: Project Management
Psychology	PSYCH103: Introductory Psychology (University Studies)
Public Relations	<i>Not available at this time</i>
Social Media	<i>Not available at this time</i>
Statistics	BUS111: Business Statistics
Website Design/Management	<i>Not available at this time</i>