



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS  
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

**COLLÈGE LA CITÉ**

**Centre de formation continue**

Contact: Roger Drouin

Email: [rdroui@lacitec.on.ca](mailto:rdroui@lacitec.on.ca)

Phone: (613) 742-2493, ext. 2936

801, promenade de l'Aviation

Ottawa ON K1K 4R3

<b>Association Courses</b>	<b>La Cité Courses</b>	<b>Mode de Livraison</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>	
Business English	18574 ENL: English Business Writing	Online
Organizational Behaviour	20458 GES: Comportement organisationnel	On campus and/or online
Supervision/Management Studies	20459 GES: Principes de gestion <b>AND</b> 21679 GES: Recrutement et sélection du personnel	On campus and/or online
<b>Elective Courses:</b>	<b>Elective Courses:</b>	
Business or Commercial Law	<i>Not available at this time</i>	
Computer Technology – advanced courses in Excel, Access, etc.	22539 IFM: Excel, fonctions avancées <b>OR</b> 22734 IFM: Word, fonctions avancées	Online Online
Economics	21680 ENV: Environnement et économie	On campus and/or online
Event Management	<i>Not available at this time</i>	
Financial Accounting	20462 COM: Comptabilité financière I <b>AND</b> 20452 COM: Comptabilité financière II	On campus and/or online
Human Resources Management	20456 GES: Gestion des ressources humaines	On campus and/or online
Marketing	21057 MKT: Principes de marketing	On campus and/or online
Project Management	20636 GES: Introduction au management de projet	On campus and/or online
Psychology	15540 FGE: Psychologie due développement I <b>AND</b> 20628 FGE: Psychologie due développement II	Online
Public Relations	11335 REL: Relations publiques	Online
Social Media	21916 GEN: Introduction aux medias sociaux	Online
Statistics	20465 QUA: Statistiques	Online
Website Design/Management	22492 WEB: Introduction au HTML	Online