



ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS  
ASSOCIATION DES PROFESSIONNELS DE L'ADMINISTRATION

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

**SENECA COLLEGE**

**Faculty of Continuing Education and Training**

Contact: Emiliano Introcaso

Email: [emiliano.introcaso@senecacollege.ca](mailto:emiliano.introcaso@senecacollege.ca)

Phone: (416) 491-5050, ext. 24043

1750 Finch Avenue East

Toronto ON M2J 2X5

<b>Association Courses</b>	<b>Seneca College Courses</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
Business English	EAC150 <sup>a)</sup> College English <b>OR</b> EAC894 <sup>b)</sup> Business Writing
Organizational Behaviour	HRM742 Business Management and Organizational Behaviour
Supervision/Management Studies	MGS600 Management Studies: Supervision <b>OR</b> LED600 Adaptive Leadership in Action
<b>Elective Courses:</b>	<b>Elective Courses:</b>
Business or Commercial Law	ALW380 Business Law
Computer Technology – advanced courses in Excel, Access, etc.	MSC312 Advanced Business Software Applications
Economics	ECN501 Introduction to Principles of Economics - Microeconomics <b>AND</b> ECN502 Introduction to Principles of Economics - Macroeconomics
Event Management	ECP700 Principles of Conference and Meeting Planning <b>AND</b> ECP705 Event Management Strategies
Financial Accounting	ACC120 Accounting Basics I <b>AND</b> ACC220 Accounting Basics II
Human Resources Management	HRM701 Introduction to Human Resources Management
Marketing	MRK106 Marketing I <b>AND</b> MRK200 Marketing II
Project Management	PMP200 Project Management Tools and Techniques
Psychology	PSY100 Introduction to Psychology <b>AND</b> PSY181 Learning, Thinking, and Problem Solving <b>OR</b> LSO260 Principles of Psychology
Public Relations	<i>Not available at this time</i>
Social Media	SMD101 Social Media Strategies

Association Courses	Seneca College Courses
Statistics	INT202 Statistics
Website Design/Management	<i>Not available at this time</i>

Notes:

- a) EAP100: English Assessment and Placement is required prior to registration in EAC150.
- b) EAC894 requires completion of EAC150.

EAP100: English Assessment and Placement results will be used to determine the appropriate English course that matches the student's current skill level. The English assessment consists of an oral fluency assessment and a written component. The oral fluency assessment will consist of specific questions asked to determine level (10–15 minutes). The writing assessment allows one hour for the student to write a five paragraph essay.