



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

THOMPSON RIVERS UNIVERSITY

Open Learning

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Kamloops BC V2C 0C8

Association Courses	Thompson River Courses
Compulsory Courses:	Compulsory Courses:
Business English	CMNS 1811: Business, Professional, and Academic Writing OR CMNS 1291: Introduction to Professional Writing
Organizational Behaviour	ORGB 2811: Organizational Behaviour
Supervision/Management Studies	MNGT 1211: Management Principles and Practices OR MNGT 1111: Supervision
Elective Courses:	Elective Courses:
Business or Commercial Law	BLAW 2911: Commercial Law
Computer Technology – advanced courses in Excel, Access, etc.	MIST 2611: Management Information Systems
Economics	ECON 1901: Principles of Microeconomics OR ECON 1951: Principles of Macroeconomics
Event Management	CONV 1021: Introduction to Special Event Management
Financial Accounting	ACCT 1211: Accounting 1 AND ACCT 1221: Accounting 2 OR ACCT 2211: Introduction to Financial Accounting
Human Resources Management	HRMN 2821: Human Resource Management
Marketing	MKTG 2431: Marketing
Project Management	<i>Not available at this time</i>
Psychology	PSYC 1111: Introduction to Psychology I
Public Relations	<i>Not available at this time</i>
Social Media	<i>Not available at this time</i>
Statistics	STAT 1201: Introduction to Probability and Statistics
Website Design/Management	<i>Not available at this time</i>