



ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS  
ASSOCIATION DES PROFESSIONNELS DE L'ADMINISTRATION

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

**UNIVERSITY OF SASKATCHEWAN**

**Edwards School of Business**

Contact: Edwards Undergraduate Office

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<b>Association Courses</b>	<b>University of Saskatchewan Courses</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
Business English	BAC 14: Business Communications
Organizational Behaviour	BAC 28: Organizational Behaviour
Supervision/Management Studies	BAC 11: Introduction to Business <b>OR</b> BAC 35: Global Environment of Business <b>OR</b> BAC 37: Business Decision Making <b>OR</b> BAC 38: Business Strategy
<b>Elective Courses:</b>	<b>Elective Courses:</b>
Business or Commercial Law	BAC 29: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	BAC 12: Managerial Economics
Event Management	<i>Not available at this time</i>
Financial Accounting	BAC 16: Financial Information for Decision Making
Human Resources Management	BAC 15: Human Resource Management
Marketing	BAC 25: Managerial Marketing
Project Management	<i>Not available at this time</i>
Psychology	<i>Not available at this time</i>
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: These University of Saskatchewan courses also qualify for their Business Administration Certificate. The contact above can provide further information on how to also obtain the Business Administration Certificate.