



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

NIAGARA COLLEGE

Continuing Education and Online Learning

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Welland ON L3C 7L3

Association Courses	Niagara College Courses
Compulsory Courses:	Compulsory Courses:
Business English	COMM1242: English I
Organizational Behaviour	CEHR1700: Introduction to Business Management and Organizational Behaviour
Supervision/Management Studies	MGMT1131: Management Principles
Elective Courses:	Elective Courses:
Business or Commercial Law	BUSN1701: Canadian Business Law
Computer Technology – advanced courses in Excel, Access, etc.	COMP1478: HTML Intro, Writing Web Pages
Economics	ECON1100: Microeconomics AND ECON1102: Macroeconomics
Event Management	<i>Not available at this time</i>
Financial Accounting	ACCT1701: Accounting Basics I AND ACCT1702: Accounting Basics II
Human Resources Management	PERS1703: Human Resources Management Principles
Marketing	MKTG1701: Marketing I
Project Management	MGMT1064: Introduction to Project Management
Psychology	PSYC1609: Introduction to Psychology AND PSYC1309: Abnormal Psychology
Public Relations	<i>Not available at this time</i>
Social Media	SOCL1714: Social Media and Society
Statistics	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>