



**ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS**

Q.A.A. COURSE TITLES

DURHAM COLLEGE

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Association Courses	Durham College Courses
<p>Compulsory Courses:</p> <ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<p>Compulsory Courses:</p> <ul style="list-style-type: none"> • Small Business Management MGMT 1288/MGMT 1259 or Entrepreneurship ENTR 1281 or Business Simulation MGMT 1284 • Business Communications II COMM 4280/COMM 3254 or English I ENG 1081 or Communications for Career Prep COMM 3280 • Organizational Behaviour HRM 3281/HRM 3251
<p>Elective Courses (choose 4):</p> <ul style="list-style-type: none"> • Financial Accounting • Business or Commercial Law • Computer Technology • Interpersonal Communications • Economics • Human Resources Management • Marketing • Principles & Practice of Supervision • Project Management • Psychology 	<p>Elective Courses:</p> <ul style="list-style-type: none"> • Accounting I ACCT 1280/ACCT 1290/ACCT 1250 and Accounting II ACCT 2280/ACCT 2290/ACCT 2250 • Business Law LAW 2280 or Canadian Law and Provincial Legislation LAW 2385 • Programming for the Absolute Beginner PROG 1281 • Interpersonal Communications HR 1383/COMM 2551 or Organizational Studies ORGS 5281 • Economics I ECON 1280/ECON 1250 and Economics II ECON 2280/ECON 2250 • Human Resource Management Principles HRM1283 • Marketing I MKTG 1280/MKTG 1250 • Management Principles MGMT 1280 or Effective Supervision and Labour Relations ES 1281 (name change of course s/b Leadership and Career Management) • Project Management Introduction PROJ 1280 • Psychology Introduction PSYC 1051/PSYC 1090/PSYC 1050