



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

Q.A.A. COURSE TITLES

ALGONQUIN COLLEGE

Centre for Continuing and Online Learning
1385 Woodroffe Avenue
Ottawa, ON K2G 1V8
Contact: Claudette Longpre
Phone: (613) 727-4723 Ext. 5703
E-Mail: longprc@algonquincollege.com

Association Courses	Algonquin College
Compulsory Courses:	Compulsory Courses:
• Business Administration	TBD
• Business English	ENL1813 - Communications I
• Organizational Behaviour	MGT2382 – Organizational Behaviour
Elective Courses:	Elective Courses (choose 4):
• Financial Accounting	ACC2201 - Financial Accounting I and ACC2202 - Financial Accounting II
• Business or Commercial Law	LAW1702 - Business Law
• Computer Technology	BUS2301 – Business Computer Applications
• Interpersonal Communications	ENL1823 – Communications II
• Economics	ECO2305 – Microeconomics and ECO2306 - Macroeconomics
• Human Resources Management	MGT2381 - Human Resources Management
• Marketing	MKT2211 - Marketing I
• Principles & Practice of Supervision	MGT2310 - Management Principles
• Project Management	MGT5164 – Introduction to Project Management
• Psychology	PSY1710 – Introduction to Psychology and COR1737 – Abnormal Psychology