



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

Q.A.A. CONTACTS AND COURSE TITLES

ATHABASCA UNIVERSITY

(Distance Learning)

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Association Courses	Athabasca Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • Administrative Principles: ADMIN 232 • Writing Skills: ENGL 255 OR ADMN 233 • Organizational Behaviour: ORGB 364
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Introductory Financial Accounting: ACCT 253 AND Management Accounting I: Cost Analysis: ACCT 355
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Commercial Law: LGST 369
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • No Equivalent
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • Interpersonal Communications in Management: COMM 243
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Microeconomics: ECON 247 AND Macroeconomics: ECON 248
<ul style="list-style-type: none"> • Human Resources Management • 	<ul style="list-style-type: none"> • Introduction to Human Resources Management: HRMT 386
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Introduction to Marketing: MKTG 396
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • No Equivalent
<ul style="list-style-type: none"> • Project Management 	<ul style="list-style-type: none"> • Intro to Project Management: ADMN205
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • General Psychology: PSYC 290