



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

Q.A.A. COURSE TITLES

CONESTOGA COLLEGE

School of Business and Hospitality
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Kitchener, ON N2G 4M4
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Association Courses	Conestoga College Courses/Course Code
Compulsory Courses	Compulsory Courses
<ul style="list-style-type: none"> • Business Administration 	<ul style="list-style-type: none"> • Introduction to Business/BUS1010
<ul style="list-style-type: none"> • Business English 	<ul style="list-style-type: none"> • Introduction to Professional Writing and Presentation Skills/COMM1500
<ul style="list-style-type: none"> • Organizational Behaviour 	<ul style="list-style-type: none"> • Organizational Behaviour/BUS1020
Electives (4)	Electives (4)
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Financial and Managerial Accounting/ACCT1020
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Business Law/BUS2010
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • Business Computing Applications I/COMP1056
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • Interpersonal Communications/ COMM1140
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Microeconomics/ECON1020 & • Macroeconomics/ECON1030
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Human Resources Management/ HRM1020
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Introductory Marketing I/MKT1040 & • Introductory Marketing II/MKT1050
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • Supervisory Skills for Business and Industry/OLRN1315*
<ul style="list-style-type: none"> • Project Management 	<ul style="list-style-type: none"> • Project Management/MGMT1350
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • Psychology: Basic Processes of Behaviour/PSYC1010

*this is an OntarioLearn course