



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

Q.A.A. CONTACTS AND COURSE TITLES

DOUGLAS COLLEGE (LECTURE)

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Association Courses	Douglas College Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Effective Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • Fundamentals of Business: BUSN 1200 • Workplace Communications: CMNS 1111 OR Practical Writing CMNS 1115 • Behaviour in Organizations: SOSC 2140
Elective Courses (choose 4):	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Principles of Accounting I: ACCT 1110 AND Principles of Accounting II: ACCT 1210
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Business Law I: BUSN 1320 AND Business Law II: BUSN 2420
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • Introduction of Computers: CSIS 1110
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • The Canadian Economy: ECON 1101
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Human Resource Management: BUSN 3350
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Introductory Marketing: MARK 1120
<ul style="list-style-type: none"> • Principles and Practices of Supervision 	<ul style="list-style-type: none"> • Management Essentials: BUSN 1210
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • Introduction to Psychology I: PSYC 1100
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • Interpersonal Skills for the Workplace: CMNS 1216