



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