



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

**Q.A.A. COURSE TITLES**

**GEORGIAN COLLEGE**

Faculty of Continuing Education (Lectures)  
One Georgian Drive  
Barrie, ON L4M 3X9  
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<b>Association Courses</b>	<b>Georgian College Courses</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Business English</li> <li>• Organizational Behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurship BUSI 1014 ODE</li> <li>• Communications at Work: COMM 1001 *</li> <li>• Organizational Behaviour: BUSI 1001</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>• Financial Accounting Principles 1: ACCT 1000 <b>AND</b></li> <li>• Financial Accounting Principles 2: ACCT 1001</li> </ul>
<ul style="list-style-type: none"> <li>• Business or Commercial Law</li> </ul>	<ul style="list-style-type: none"> <li>• Business Law: LAWS 2000</li> </ul>
<ul style="list-style-type: none"> <li>• Computer Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Not available at this time</li> </ul>
<ul style="list-style-type: none"> <li>• Interpersonal Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Not available at this time</li> </ul>
<ul style="list-style-type: none"> <li>• Economics</li> </ul>	<ul style="list-style-type: none"> <li>• Microeconomics: ECON 1000 <b>AND</b></li> <li>• Macroeconomics ECON 2000</li> </ul>
<ul style="list-style-type: none"> <li>• Human Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>• HURM 1005 Human Resources Planning <b>OR</b></li> <li>• HURM 1000 Human Resource Management Foundations</li> </ul>
<ul style="list-style-type: none"> <li>• Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• MKTG 1000 Introduction to Marketing <b>AND</b></li> <li>• MKTG 1001 Planning the Marketing Strategy</li> </ul>
<ul style="list-style-type: none"> <li>• Principles &amp; Practice of Supervision</li> </ul>	<ul style="list-style-type: none"> <li>• MGMT 2001 Principles of Management</li> </ul>
<ul style="list-style-type: none"> <li>• Project Management</li> </ul>	<ul style="list-style-type: none"> <li>• MGMT 2012 Project Management</li> </ul>
<ul style="list-style-type: none"> <li>• Psychology</li> </ul>	<ul style="list-style-type: none"> <li>• PSYL 1001 Introduction to Psychology <b>AND</b></li> <li>• PSYL 1002 Introduction to Psychology 2</li> </ul>

\* Note that COMM 1001 requires a pre-req of COMM 1000 OR College Placement Testing exemption