



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

Q.A.A. COURSE TITLES -- 2010

GEORGIAN COLLEGE

Faculty of Continuing Education (Lectures)
One Georgian Drive
Barrie, ON L4M 3X9
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Association Courses	Georgian College Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • Introduction to Business: <i>TBD</i> • Communications at Work: COMM 1001 • Organizational Behaviour: BUSI 1001
Elective Courses:	Elective Courses (choose 4):
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Financial Accounting Principles 1: ACCT 1000 AND • Financial Accounting Principles 2: ACCT 1001
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Business Law: LAWS 2000
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • Not available at this time
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • Not available at this time
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Microeconomics: ECON 1000 AND • Macroeconomics ECON 2000
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • HURM 1005 Human Resources Planning OR • HURM 1000 Human Resource Management Foundations
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • MKTG 1000 Introduction to Marketing AND • MKTG 1001 Planning the Marketing Strategy
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • MGMT 2001 Principles of Management
<ul style="list-style-type: none"> • Project Management 	<ul style="list-style-type: none"> • MGMT 2002 Project Management
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • PSYL 1001 Introduction to Psychology AND • PSYL 1002 Introduction to Psychology 2