



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

**Q.A.A. CONTACTS AND COURSE TITLES**

**2010**

**MCMASTER UNIVERSITY (DISTANCE AND LECTURE)**

Centre for Continuing Education McMaster University  
Downtown Centre - 50 Main St. East Hamilton, ON L8N 1E9  
Contact: Todd Rich Phone: (905) 525-9140 x 23128 \* Fax: (905) 546-1690  
Email: [richt@mcmaster.ca](mailto:richt@mcmaster.ca)

**Management Studies Program**

<b>Association Courses</b>	<b>McMaster 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>• 570-825 Business Administration (lecture)</li> <li>• 570-424 Business Administration 1 (distance)</li> <li>• 570-810 Effective Business English</li> <li>• 570-821 Organizational Behaviour</li> </ul>
<b>Elective Courses:</b>	<b>Elective Courses:</b>
<ul style="list-style-type: none"> <li>• Financial Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• 570-925 Introductory Financial Accounting (lecture)</li> <li>• 570-425 Introductory Financial Accounting (distance)</li> </ul>
<ul style="list-style-type: none"> <li>• Business or Commercial Law</li> </ul>	<ul style="list-style-type: none"> <li>• 570-936 Business Law</li> </ul>
<ul style="list-style-type: none"> <li>• Computer Technology</li> </ul>	<ul style="list-style-type: none"> <li>• No equivalent</li> </ul>
<ul style="list-style-type: none"> <li>• Interpersonal Communications</li> </ul>	<ul style="list-style-type: none"> <li>• 570-827 Communications (lecture)</li> <li>• 570-427 Communications (distance)</li> </ul>
<ul style="list-style-type: none"> <li>• Economics</li> </ul>	<ul style="list-style-type: none"> <li>• 570-818 Economics</li> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Human Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>• 974-901 Human Resources Management (lecture)</li> <li>• 974-401 Human Resources Management (distance)</li> </ul>
<ul style="list-style-type: none"> <li>• Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• 570-819 Marketing (lecture)</li> <li>• 570-419 Marketing (distance)</li> </ul>
<ul style="list-style-type: none"> <li>• Principles &amp; Practice of Supervision</li> </ul>	<ul style="list-style-type: none"> <li>• 570-847 Principles &amp; Practice of Supervision</li> </ul>
<ul style="list-style-type: none"> <li>• Public Relations</li> </ul>	<ul style="list-style-type: none"> <li>• 462-001 Intro to Public Relations Practice</li> </ul>
<ul style="list-style-type: none"> <li>• Psychology</li> </ul>	<ul style="list-style-type: none"> <li>• 610-855 Understanding Human Behaviour</li> </ul>