



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

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

**2011/12**

**MCMASTER UNIVERSITY (DISTANCE AND LECTURE)**

Centre for Continuing Education McMaster University  
Downtown Centre - 50 Main St. East Hamilton, ON L8N 1E9  
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<b>Association Courses</b>	<b>McMaster Courses (Business Administration)</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 Foundations (lecture)</li> <li>• 570-424 Business Foundations (online)</li> <li>• 570-810 Effective Business English <b>or</b></li> <li>• 569- 850 Business Communications (lecture)</li> <li>• 569-450 Business Communications (online)</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> <li><b>or</b></li> <li>• 570-817 Business Finance &amp; Accounting</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>• 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</li> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Public Relations</li> </ul>	<ul style="list-style-type: none"> <li>• 462-001 Introduction to Public Relations</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 (online)</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>• Crisis Communications</li> </ul>	<ul style="list-style-type: none"> <li>• 462-007 Crisis Communications</li> <li>•</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> <li>•</li> </ul>