



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

Q.A.A. COURSE TITLES – 2011/12

MOHAWK COLLEGE

School of Business
135 Fennell Avenue West
Fennell Avenue and West 5th Street
P.O. Box 2034
Hamilton ON L8N 3T2
Contact: Jacqueline Cowden-Scott
Phone: (905) 575-1212 Ext. 3905
E-Mail: business.web@mohawkcollege.ca

Association Courses	Mohawk College
Compulsory Courses:	Compulsory Courses*:
• Business Administration	TBD
• Business English	COMM LL041
• Organizational Behaviour	BUSN OB371 – Org Behaviour 1 AND BUSN BA571 Org Behaviour 2 OR BUSN PIR22 – Organizational Behaviour
Elective Courses:	Elective Courses (choose 4)*:
• Financial Accounting	ACCD CB101 – Accounting 1 AND ACCT 10014 Accounting 2 - Financial
• Business or Commercial Law	BUSN CB436 – Business Law
• Computer Technology	COMP CO002 – Computer Skills for College
• Interpersonal Communications	TBD
• Economics	ECON EB122 – Microeconomics AND ECON EB222 Macroeconomics
• Human Resources Management	HRES GB273 – Human Resources Management OR MGMT BPC01 – Human Resources Management
• Marketing	MRKT CB158 – Marketing 1
• Principles & Practice of Supervision	Distance Education: MGMT MD221 – Effective Supervision – Human Relations
• Project Management	Distance Education: HRES 10013 – Introduction to Project Management
• Psychology	PSYC SS156 – Introductory Psychology AND PSYC SS271 – Developmental Psychology

*Courses may change and/or may not be offered each semester