



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

Q.A.A. COURSE TITLES

NORQUEST COLLEGE

Business Studies
D268B 10135 109 Street
Edmonton AB T5J 3P1
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Association Courses	NorQuest College Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • Small Business Management: BUSD 1040 • Business Communications I: BUSD 1010 • Organizational Behaviour BUSD 1380
Elective Courses:	Elective Courses (choose 4):
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Introduction to Accounting BUSD 1110 AND • Principles of Accounting BUSD 1120
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Legal Relations BUSD 3010
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • Accounting Information Systems BUSD 2620
<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"> • Economics BUSD 1510
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Not available at this time
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Introduction to Marketing: BUSD 1090
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • Not available at this time
<ul style="list-style-type: none"> • Project Management 	<ul style="list-style-type: none"> • Project Management Overview: BUSN 1227
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • Introduction to Psychology PSYC 1040 AND • Foundations of Human Behavior PSYC 1050