



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

Q.A.A. CONTACTS AND COURSE TITLES

THOMPSON RIVERS UNIVERSITY – OPEN LEARNING

Box 3010, 900 McGill Road, Kamloops, B.C. V2C 5N3

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Association Courses	Thompson Rivers Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • Management Principles & Practices: BUSM 121 • Business Communications: ENGL 107 OR Written Communications: ENGL 106 • Organizational Behaviour I: ADMN 320
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Accounting I: BUSM 131 OR • Accounting II: BUSM 132 OR • Introduction to Financial Accounting: ADMN 231
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Business Law: ADMN 390
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • Introduction to Information Technology: CMPT 118 AND Computer Applications in Business: CMPT 119 OR • Computer Concepts: CMPT 150 (U of Victoria)
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • No equivalent
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Principles of Microeconomics: ECON 200 OR • Principles of Macroeconomics: ECON 201
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Introduction to Human Resources: ADMIN 222
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Introduction to Marketing: ADMN 250
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • Motivation & Productivity: BUSM 213 OR • Supervision: BUSM 111
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • Introductory Psychology I: PSYC 101