



**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 0C8

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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: MNGT 1211 • Business Communications: ENGL 1071 OR Written Communications: ENGL 1061 • Organizational Behaviour I: BBUS 2721
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Accounting I: ACCT 1211 OR • Accounting II: ACCT 1221 OR • Introduction to Financial Accounting: BBUS 2211
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Business Law: BBUS 3931
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • Introduction to Information Technology: BBUS 1371 OR • Computer Concepts: CMPT 1509 (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 1901 OR • Principles of Macroeconomics: ECON 1951
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Introduction to Human Resources: BBUS 3811
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Introduction to Marketing: BBUS 3431
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • Motivation & Productivity: MNGT 2131 OR • Supervision: MNGT 1111
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • Introductory Psychology I: PSYC 1111