



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

Q.A.A. CONTACTS AND COURSE TITLES

2008 - 2009

UNIVERSITY OF GUELPH

Office of Open Learning
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Association Courses	U of Guelph Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • Introduction to Canadian Business Management HTM 2150DE • No Equivalent * • Organization and Management OR HTM 2200DE
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Finance & Accounting Concepts
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • No Equivalent
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • Organizational Communication EDRD 3140
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • CIS 1000 DE
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Introduction to Business Economics ECON 2150 DE
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Human Resources Administration OR • Human Resources Management HTM 3000DE
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Introductory Marketing MCS 1000DE
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • No Equivalent
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • Principles of Behaviour PSYC 1100DE

* As Business English is a compulsory course, the Association suggests taking either Effective Business English at McMaster University or Writing for Business SCS0913 at University of Toronto or any other approved distance courses.