



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

**Q.A.A. CONTACTS AND COURSE TITLES
2010-2011**

UNIVERSITY OF REGINA

Centre for Continuing Education – Credit Studies Division
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Association Courses	U of Regina Courses
Compulsory Courses:	Compulsory Courses:
Business Administration	BUS 100 – Introduction to Business
Business English	PR 101 – Writing and Editing for Public Relations
Organizational Behaviour	BUS 260 – Introduction to Organizational Behaviour
Elective Courses (select four):	Elective Courses
Financial Accounting	BUS 285 – Introduction to Financial Accounting or BUS 288 – Introduction to Managerial Accounting
Business or Commercial Law	BUS 307 – Business Law
Computer Technology	CS 100 – Computer Science 100 or CS 270 – Management Information Systems
Interpersonal Communications	BUS 205 – Management Communication
Economics	ECON 100 - Introductory Economics
Human Resources Management	BUS 250 – Introduction to Human Resource Management and Industrial Relations
Marketing	BUS 210 – Introduction to Marketing
Principles and Practice of Supervision	BUS 361 – Management of Performance or ADMN 341 – Public Sector Management in Canada
Psychology	PSYC 101 – Introductory Psychology A