



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

Q.A.A. CONTACTS AND COURSE TITLES

UNIVERSITY OF VICTORIA (LECTURE)

P.O. Box 1700

Victoria, BC V8W 2Y2

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Association Courses	University of Victoria Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • Business Administration: BMBA 100 • Business Writing and Presentation Skills BMBA 110 • Organizational Behaviour: BMBA 130
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Financial Accounting: BMBA 140 OR • Management Accounting: BMBA 220
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Business Law: BMBA 300
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • Computing Concepts: TECJ 100
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • Interpersonal Business Communications: BMBA120
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Economics: BMBA 230
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Human Resource Management: BMBA 150
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Marketing: BMBA 240
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • Management Practices: BMBA 250
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • No Equivalent