



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

**Q.A.A. COURSE TITLES -- 2010**

**BOW VALLEY COLLEGE**

Continuing Education Department

332 – 6 Ave SE

Calgary AB T2G 4S9

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<b>Association Courses</b>	<b>Bow Valley College Courses</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Business English</li> <li>• Organizational Behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Administration Skills: AMDN100</li> <li>• Basic Business Communication: COMM100</li> <li>• Organizational Behaviour for Management: BUS0024</li> </ul>
<b>Elective Courses:</b>	<b>Elective Courses (choose 4):</b>
<ul style="list-style-type: none"> <li>• Financial Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Accounting Introduction: ACCT101 <b>AND</b></li> <li>• Financial Accounting Intermediate: ACCT102</li> </ul>
<ul style="list-style-type: none"> <li>• Business or Commercial Law</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate/Commercial Law: LEGL116</li> </ul>
<ul style="list-style-type: none"> <li>• Computer Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Not available at this time</li> </ul>
<ul style="list-style-type: none"> <li>• Interpersonal Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Not available at this time</li> </ul>
<ul style="list-style-type: none"> <li>• Economics</li> </ul>	<ul style="list-style-type: none"> <li>• Not available at this time</li> </ul>
<ul style="list-style-type: none"> <li>• Human Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>• Intro to HR Administration: HMRS150</li> </ul>
<ul style="list-style-type: none"> <li>• Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Marketing: MKTG100</li> </ul>
<ul style="list-style-type: none"> <li>• Principles &amp; Practice of Supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Essential Supervisory Skills: ADMN107</li> </ul>
<ul style="list-style-type: none"> <li>• Project Management</li> </ul>	<ul style="list-style-type: none"> <li>• Fundamentals of Project Management: MGNT100</li> </ul>
<ul style="list-style-type: none"> <li>• Psychology</li> </ul>	<ul style="list-style-type: none"> <li>• Not available at this time</li> </ul>