



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

**Q.A.A. CONTACTS AND COURSE TITLES**

**2009 - 2010**

**MCGILL UNIVERSITY**

Centre for Continuing Education  
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<b>Association Courses</b>	<b>McGill Undergraduate-Level Courses</b>	<b>McGill Graduate-Level Courses</b>
<b>Compulsory 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>• Introduction to Business CGMG 282</li> <li>• Communication in Management 1: EDEC 205</li> <li>• Organizational Behaviour: MGCR 222</li> </ul>	<ul style="list-style-type: none"> <li>• No equivalent course</li> <li>• No equivalent course</li> <li>• Behaviour in Organizations: CORG 551</li> </ul>



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<b>Elective Courses:</b>	<b>Elective Courses:</b>	<b>Elective Courses:</b>
<ul style="list-style-type: none"> <li>Financial Accounting</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Financial Accounting: MGCR 211</li> </ul>	<ul style="list-style-type: none"> <li><b>Accounting for Management: CACC 520</b> – (focuses on management accounting)</li> </ul>
<b>Association Courses</b>	<b>McGill Undergraduate-Level Courses</b>	<b>McGill Graduate-Level Courses</b>
<ul style="list-style-type: none"> <li>Business or Commercial Law</li> </ul>	<ul style="list-style-type: none"> <li>Business Law I: BUSA 364</li> </ul>	<ul style="list-style-type: none"> <li>Law 1: CCLW 511</li> </ul>
<ul style="list-style-type: none"> <li>Computer Technology</li> </ul>	<ul style="list-style-type: none"> <li>Information Systems: MGCR 331</li> </ul>	<ul style="list-style-type: none"> <li>No equivalent course</li> </ul>
<ul style="list-style-type: none"> <li>Interpersonal Communications</li> </ul>	<ul style="list-style-type: none"> <li>Managing Organizational Teams: ORGB 420 (requires MGCR 222 as pre-requisite)</li> </ul>	<ul style="list-style-type: none"> <li>Developing Leadership Skills: CPL2 533 (requires CORG 551 as pre-requisite)</li> </ul>
<ul style="list-style-type: none"> <li>Economics</li> </ul>	<ul style="list-style-type: none"> <li>Managerial Economics: MGCR 293</li> <li><b>OR</b></li> <li>Macro Economics Policy: ECON 295</li> </ul>	<ul style="list-style-type: none"> <li>Business Economics: CEC2 532</li> </ul>
<ul style="list-style-type: none"> <li>Human Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources Management: ORGB 423 (requires MGCR 222 as pre-requisite)</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Human Resources Management: CORG 555 (requires CORG 551 as pre-requisite)</li> </ul>
<ul style="list-style-type: none"> <li>Marketing</li> </ul>	<ul style="list-style-type: none"> <li>Marketing Management 1: MGCR 352</li> </ul>	<ul style="list-style-type: none"> <li>Marketing Principles and Applications: CMR2 542</li> </ul>
<ul style="list-style-type: none"> <li>Principles &amp; Practice of Supervision</li> </ul>	<ul style="list-style-type: none"> <li>No equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Leadership Theory and Practice: CPL2 531</li> <li>Or Leading Change: CPL2 532 (requires CORG 551 as pre-requisite)</li> </ul>
<ul style="list-style-type: none"> <li>Psychology</li> </ul>	<ul style="list-style-type: none"> <li>Principles of Helping Relations: EDPC 501</li> </ul>	<ul style="list-style-type: none"> <li>No equivalent course</li> </ul>



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