



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

Q.A.A. CONTACTS AND COURSE TITLES

MCGILL UNIVERSITY

Centre for Continuing Education
Department of Career and Management Studies
688 Sherbrooke Street West, Room 1140
Montreal, QC H3A 3R1

Contact: Adelina Lameiras, Student Affairs and Administrative Coordinator
Tél.: (514) 398-8800 poste 094316 / Téléc.: (514) 398-3108
Courriel : adelina.lameiras@mcgill.ca

Association Courses	McGill 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 Business: CGMG 282 • Communication in Management 1: CCOM 205 • Organizational Behaviour: MGCR 222
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Introduction to Financial Accounting: MGCR 211
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Business Law I: BUSA 364
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • Information Systems: MGCR 331
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • Managing Organizational Teams: ORGB 420
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Managerial Economics: MGCR 293 or • Macro Economics Policy: ECON 295
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Human Resources Management: ORGB 423
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Marketing Management 1: MGCR 352
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • No equivalent course
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • Principles of Helping Relations: EDPC 501