



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

Q.A.A. CONTACTS AND COURSE TITLES

MOUNT ROYAL COLLEGE

Faculty of Continuing Education & Extension
Mount Royal Gate SW
Calgary, AB T3E 6K6
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Association Courses	Mount Royal Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • Management Principles & Practices: MGMT 2130 • Business Communication Theory & Practice: MGMT 3210 • Organizational Behaviour: MGMT 3276
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Principles of Accounting: ACCT 2120
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Business Law: MGMT 3230
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • Introduction to Computers: COMP 2203
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • No equivalent
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Principles of Microeconomics: ECON 1101 AND Principles of Macroeconomics: ECON 1103
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Introduction to Human Resources: HRES 2170
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Introduction to Marketing: MKTG 2150 OR Sales Management: MKTG 3254
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • Not available
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • Principles of Psychology: PSYC 1105 OR Communicating Effectively in the Workplace: Team Work, Diversity and Conflict Resolution: PSYC 2223