



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

Q.A.A. CONTACTS AND COURSE TITLES

2009/10

MOUNT SAINT VINCENT UNIVERSITY

(Distance Learning and Continuing Education)

EMF Centre Room 106

166 Bedford Highway – Halifax, NS B3M 2J6

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Association Courses	Mount Saint Vincent 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 Administration: BUSI 1112* • Writing Theory & Practice: WRIT 1120 • Organizational Behaviour: Individuals in Organizations: BUSI 2214
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Introduction to Accounting I: BUSI 2221 AND • Introduction to Accounting II: BUSI 2222
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Legal Aspect of Business: BUSI 2259 OR • Legal Aspects of Tourism Service: THMT 2257
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • No equivalent
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • Communications Management: BUSI 2202/THMT 2202
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Introduction to Microeconomics: ECON 1101 AND Introduction to Macroeconomics: ECON 1102
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Human Resources Management: BUSI 3313
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Principles of Marketing: BUSI 2230 AND • Applied Marketing: BUSI 2231
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • Organizational Behaviour: Groups, Structure & Culture: BUSI 2215
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • Managing Diversity: Gender & Other Issues: BUSI 4407 OR • Labour Relations: BUSI 3314

* Organizational Behaviour is a component of these two courses