



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

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

**SIMON FRASER UNIVERSITY (LECTURE)**

**Professional Programs**

Contact: Raveen Sanghera, Program Director, Management and Professional Programs  
2300 - 515 West Hastings Street  
Vancouver BC V6B 5K3  
Tel: (778) 782-8768 / Fax (778) 782-7485  
Email: [rsa68@sfu.ca](mailto:rsa68@sfu.ca)

<b>Association Courses</b>	<b>Simon Fraser 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 Administration: MGMT 120</li> <li>• Writing in the Workplace: MGMT 111 <b>AND</b> Grammar (English Comp): WRIT 220</li> <li>• Organizational Behaviour: MGMT 115</li> </ul>
<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>• Fundamentals of Accounting: MGMT 250</li> </ul>
<ul style="list-style-type: none"> <li>• Business or Commercial Law</li> </ul>	<ul style="list-style-type: none"> <li>• Business Law: MGMT 360</li> </ul>
<ul style="list-style-type: none"> <li>• Computer Technology</li> </ul>	<ul style="list-style-type: none"> <li>• No equivalent</li> </ul>
<ul style="list-style-type: none"> <li>• Interpersonal Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Communication in Business: MGMT 110</li> </ul>
<ul style="list-style-type: none"> <li>• Economics</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Economic Theory: MGMT 230</li> </ul>
<ul style="list-style-type: none"> <li>• Human Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources Management: MGMT 310</li> </ul>
<ul style="list-style-type: none"> <li>• Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Marketing: MGMT 240</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>• Psychology</li> </ul>	<ul style="list-style-type: none"> <li>• No equivalent</li> </ul>