



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

Q.A.A. CONTACTS AND COURSE TITLES

SIMON FRASER UNIVERSITY (LECTURE)

Professional Programs

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