



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

Q.A.A. CONTACTS AND COURSE TITLES

SPROTT SCHOOL OF BUSINESS, CARLETON UNIVERSITY (LECTURE)

804 Dunton Tower
1125 Colonel By Drive, Ottawa, ON K1S 5B6
Ph: (613) 520-2386 / Fax (613) 520-7507
Web Address: <http://www.sprott.carleton.ca/ppd>
Contact: Alireza Hassanlou, Executive Director
Email: Alireza_Hassanlou@carleton.ca

Association Courses	Sprott-Carleton Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • Business Administration: MCP 167 • Business Writing: BCS 102 AND Business Grammar: BSC 101 • Organizational Behaviour: MCP 166
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Financial Accounting: MCP 128
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Commercial Law: BUSI 2601
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • Introduction to Information Technology: MCP 091
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • Interpersonal Communication: MCP 211
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Macroeconomics MCP 021 AND Microeconomics MCP 020
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Human Resource Planning: MCP 015
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Marketing Management: MCP 165
<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