



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

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

**2010**

**UNIVERSITY OF ALBERTA, FACULTY OF EXTENSION (LECTURE)**

**Business Certificate Programs**

Enterprise Square, 10230 Jasper Avenue, Edmonton, AB, T5J 4P6

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<b>Association Courses</b>	<b>University of Alberta 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 Management: 05577</li> <li>• English: Writing Skills: Improving Style &amp; Clarity: 03112 <b>AND</b> Writing Correctly: A Grammatical Approach: 03110</li> <li>• Organizational Behaviour: 05587</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>• Introductory Financial Accounting: 05579</li> </ul>
<ul style="list-style-type: none"> <li>• Business or Commercial Law</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Law: 05566</li> </ul>
<ul style="list-style-type: none"> <li>• Computer Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Skills for Managers: 05681</li> </ul>
<ul style="list-style-type: none"> <li>• Interpersonal Communications</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal Communications in Business: 05576</li> </ul>
<ul style="list-style-type: none"> <li>• Economics</li> </ul>	<ul style="list-style-type: none"> <li>• Microeconomics: 05585 <b>OR</b></li> <li>• Macroeconomics: 05580 <b>OR</b></li> <li>• Introduction to Managerial Economics: 05578</li> </ul>
<ul style="list-style-type: none"> <li>• Human Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources Foundations: 05596</li> </ul>
<ul style="list-style-type: none"> <li>• Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing: 05584</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>• Project Management</li> </ul>	<ul style="list-style-type: none"> <li>• Project Planning and Management 05616</li> </ul>
<ul style="list-style-type: none"> <li>• Psychology</li> </ul>	<ul style="list-style-type: none"> <li>• No equivalent</li> </ul>