



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

Q.A.A. CONTACTS AND COURSE TITLES

UNIVERSITY OF CALGARY

Faculty of Continuing Education (Lectures)
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Association Courses	U of Calgary Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • Business Management • Business Writing Basics • Human Behaviour in Organizations
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • Accounting Fundamentals
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • Business Law OR Managing Investigations
<ul style="list-style-type: none"> • Computer Technology 	<ul style="list-style-type: none"> • IT Project Practicum
<ul style="list-style-type: none"> • Interpersonal Communications 	<ul style="list-style-type: none"> • Management Communications: Interpersonal Skills
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • Economics for Business
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • Human Resources Management
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • Marketing Principles
<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