



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

Q.A.A. DESIGNATION CONTACTS AND COURSE TITLES 2010-2011

Association Courses	University 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 	TBD
<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"> • Public Relations 	<ul style="list-style-type: none"> • Public Relations
<ul style="list-style-type: none"> • Crisis Communication 	<ul style="list-style-type: none"> • Issues Management and Risk/Crisis Communication
<ul style="list-style-type: none"> • Project Management 	<ul style="list-style-type: none"> • Project Management: The Basics
<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

***Note: Courses are available face to face and online. Please see our website at www.conted.ucalgary.ca for details and offerings.

UNIVERSITY OF CALGARY CONTACT INFORMATION

In Person

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