



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

Q.A.A. CONTACTS AND COURSE TITLES

UNIVERSITY OF REGINA

Continuing Education – Certificate Program
Room 101, College Building College Avenue Campus

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Association Courses	U of Regina Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • ADMN 250 Personnel Administration & Industrial Relations • ENGL 100 Literature and Composition I • ADMN 260 Introduction to Organizational Behaviour
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting 	<ul style="list-style-type: none"> • ADMN 285 Introductory Financial Accounting OR • ADMN 288 Introductory Managerial Accounting
<ul style="list-style-type: none"> • Business or Commercial Law 	<ul style="list-style-type: none"> • ADMN 307 Legal Institutions & Processes
<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"> • ADMN 265 Management Communications
<ul style="list-style-type: none"> • Economics 	<ul style="list-style-type: none"> • ECON 100 Introductory Economics
<ul style="list-style-type: none"> • Human Resources Management 	<ul style="list-style-type: none"> • ADMN 353 Techniques of Human Resources Administration
<ul style="list-style-type: none"> • Marketing 	<ul style="list-style-type: none"> • ADMN 210 Marketing
<ul style="list-style-type: none"> • Principles & Practice of Supervision 	<ul style="list-style-type: none"> • ADMN 361 Managerial Behaviour, Performance, and Supervision Effectiveness OR • ADMN 341 Public Sector Management in Canada
<ul style="list-style-type: none"> • Psychology 	<ul style="list-style-type: none"> • PSYC 100 Introduction to Psychology