



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS  
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

**QUALIFIED ADMINISTRATIVE ASSISTANT (QAA)  
CONTACTS AND COURSE TITLES**

**MOUNT ROYAL UNIVERSITY**

**Faculty of Continuing Education and Extension**

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<b>Association Courses</b>	<b>Mount Royal Courses</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
Business English	MGMT 3210: Business Communication Theory and Practice
Organizational Behaviour	MGMT 3276: Organizational Behaviour
Supervision/Management Studies	MGMT 2130: Management Principles and Practices
<b>Elective Courses:</b>	<b>Elective Courses:</b>
Business or Commercial Law	MGMT 3230: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	COMP 4522: Database-II: Advanced Databases <sup>a)</sup>
Economics	ECON 1101: Principles of Microeconomics <b>AND</b> ECON 1103: Principles of Macroeconomics
Event Management	<i>Not available at this time</i>
Financial Accounting	ACCT 2121: Financial Accounting Concepts
Human Resources Management	HRES 2170: Introduction to Human Resources
Marketing	MKTG 2150: Introduction to Marketing
Project Management	<i>Not available at this time</i>
Psychology	PSYC 1105: Introduction to Psychology
Public Relations	<i>Not available at this time</i>
Social Media	<i>Not available at this time</i>
Statistics	<i>Not available at this time</i>
Website Design/Management	<i>Not available at this time</i>

Note: a) COMP4522 has a prerequisite: Computer Science 2503 and 2521 with a minimum grade of C-.