



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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

UNIVERSITY OF TORONTO

Business and Professional Studies

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Association Courses	University of Toronto Courses
Compulsory Courses:	Compulsory Courses:
Business English	SCS 3213: Business Writing (NEW) OR SCS 1348: Business Approach to Writing (<i>SCS 1348 will be phased out after the spring 2017 semester</i>) OR SCS 1241: Effective Communication and Negotiation OR SCS 3095: A Grammar Handbook
Organizational Behaviour	SCS 0988: Organizational Behaviour
Supervision/Management Studies	SCS 0977: Business Management OR SCS 2089: Managing People Essentials AND SCS 2242: Managing People Advanced
Elective Courses:	Elective Courses:
Business or Commercial Law	SCS 0973: Business Law OR SCS 2355: Understanding and Managing Conflict AND SCS 2705: Conflict Management Skills
Computer Technology – advanced courses in Excel, Access, etc.	<i>Not available at this time</i>
Economics	SCS 0980: Economics: Introduction
Event Management	<i>Not available at this time</i>
Financial Accounting	SCS 0984: Accounting: The Fundamentals OR SCS 2079: Understanding Financial Statements AND SCS 2084: The Budgeting Process
Human Resources Management	SCS 0987: Human Resources Management
Marketing	SCS 0978: Marketing: Introduction
Project Management	SCS 1860: Foundations of Project Management
Psychology	SCS 1841: The Psychology of Influence

Association Courses	University of Toronto Courses
Public Relations	SCS 3033: Foundations of Strategic Public Relations
Social Media	<i>Not available at this time</i>
Statistics	SCS 0081: Quantitative Methods for Business Management
Website Design/Management	<i>Not available at this time</i>

* Note: A number of these courses also lead toward the Certificate in Leadership Essentials and the Certificate in Business Management Fundamentals.