



ASSOCIATION OF ADMINISTRATIVE ASSISTANTS
ASSOCIATION DES ADJOINTS ADMINISTRATIFS

**QUALIFIED ADMINISTRATIVE ASSISTANT (QAA)
COURSE LIST**

YORK UNIVERSITY

Contact: Eva Bernacka, Academic Advisor
Email: evas@yorku.ca
Phone: (416) 736-5210 / Fax: (416) 736-5963
4700 Keele Street
North York ON M3J 1P9

Association Courses	York University Courses
Compulsory Courses:	Compulsory Courses:
Business English	WRIT 3989: Writing in the Workplace
Organizational Behaviour	ADMS 2400: Organizational Behaviour
Supervision/Management Studies	ADMS 1000: Introduction to Administrative Studies OR ADMS 1010: Exploring the Functions of Business
Elective Courses:	Elective Courses:
Business or Commercial Law	ADMS 2610: Business Law
Computer Technology – advanced courses in Excel, Access, etc.	CSE 1520: Computer Use Fundamentals
Economics	ECON 1900: Microeconomics for Life: Making Smart Choices
Event Management	<i>Not available at this time</i>
Financial Accounting	ADMS 2500: Financial Accounting
Human Resources Management	ADMS 2600: Human Resources Management
Marketing	ADMS 2200: Introductory Marketing
Project Management	ADMS 3353: Project Management
Psychology	PSYC 1010: Introduction to Psychology
Public Relations	ADMS 3704: Emergency Management Communications
Social Media	ADMS 4245: Digital Marketing
Statistics	ADMS 2310: Business Statistics through Applications OR ADMS 2320: Quantitative Methods I
Website Design/Management	<i>Not available at this time</i>