



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

Q.A.A. CONTACTS AND COURSE TITLES

UNIVERSITY OF TORONTO

Business and Professional Studies
158 St. George Street, Toronto, ON M5S 2V8
Contact: Margaret White
(416) 978-2412 Fax (416) 978-5673
Email: margaret.white@utoronto.ca

*(Note: a number of these courses also lead toward the Certificate in Leadership Essentials,
and Certificate in Management Fundamentals)*

Association Courses	U of Toronto Courses
Compulsory Courses:	Compulsory Courses:
<ul style="list-style-type: none"> • Business Administration • Business English • Organizational Behaviour 	<ul style="list-style-type: none"> • SCS 0977 Business Management • SCS 1348 Business Approach to Writing OR • SCS 1241 Effective Communication and Negotiation OR • SCS 1346 The Writer's Handbook OR • SCS 1351 Writing Documents That Work • SCS 0988 Organizational Behaviour OR
Elective Courses:	Elective Courses:
<ul style="list-style-type: none"> • Financial Accounting • Business or Commercial Law • Computer Technology 	<ul style="list-style-type: none"> • SCS 0984 Accounting: The Fundamentals OR • SCS 2079 Understanding Financial Statements AND SCS 2081 The Budgeting Process • SCS 0973 Business Law OR • SCS 2087 Understanding & Resolving Conflict AND SCS 2243 Mediation Skills • No equivalent



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... Continued

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Association Courses	U of Toronto Courses
<ul style="list-style-type: none"> Interpersonal Communications 	<ul style="list-style-type: none"> SCS 0979 Communications OR SCS 1241 Effective Communication and Negotiation OR SCS 1346 The Writer's Handbook OR SCS 1351 Writing Documents That Work OR SCS 1337 Writing Essentials
<ul style="list-style-type: none"> Economics 	<ul style="list-style-type: none"> SCS 0980 Economics, Introductory
<ul style="list-style-type: none"> Human Resources Management 	<ul style="list-style-type: none"> SCS 0987 Human Resources Management
<ul style="list-style-type: none"> Marketing 	<ul style="list-style-type: none"> SCS 0978 Marketing: Introduction OR SCS 1996 Working With The Media OR SCS 2118 Tools & Fundamentals of Web Marketing
<ul style="list-style-type: none"> Principles & Practice of Supervision 	<ul style="list-style-type: none"> SCS 2089 Managing People Effectively AND SCS 2242 Managing People Advanced
<ul style="list-style-type: none"> Project Management 	<ul style="list-style-type: none"> SCS 1860 Project Management
<ul style="list-style-type: none"> Public Relations 	<ul style="list-style-type: none"> SCS 2122-008 Tools and Fundamentals of Publicity & PR OR SCS 2126-011 Publicity & PR: It's All About Audience
<ul style="list-style-type: none"> Psychology 	<ul style="list-style-type: none"> SCS 1841 The Psychology of Influence