



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

**Q.A.A. CONTACTS AND COURSE TITLES**

**2009 - 2010**

**YORK UNIVERSITY**

4700 Keele Street, North York, ON M3J 1P9

Contact: Eva Bernacka (Academic Advisor)

Phone: (416) 736-5616 / Fax (416) 736-5963

Email: [evas@yorku.ca](mailto:evas@yorku.ca)

<b>Association Courses</b>	<b>York University Courses</b>
<b>Compulsory Courses:</b>	<b>Compulsory Courses:</b>
<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Business English</li> <li>• Organizational Behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Business: ADMS 1000 3.0</li> <li>• Writing in the Workplace: WRIT 3989 3.0</li> <li>• Organizational Behaviour: ADMS 2400 3.0</li> </ul>
<b>Elective Courses:</b>	<b>Elective Courses:</b>
<ul style="list-style-type: none"> <li>• Financial Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Accounting: ADMS 2500 3.0</li> </ul>
<ul style="list-style-type: none"> <li>• Business or Commercial Law</li> </ul>	<ul style="list-style-type: none"> <li>• Business Law: ADMS 2610 3.0</li> </ul>
<ul style="list-style-type: none"> <li>• Computer Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Use - Fundamentals CSE 1520 3.0</li> </ul>
<ul style="list-style-type: none"> <li>• Interpersonal Communications</li> </ul>	<ul style="list-style-type: none"> <li>• No Equivalent</li> </ul>
<ul style="list-style-type: none"> <li>• Economics</li> </ul>	<ul style="list-style-type: none"> <li>• Principles of Microeconomics AK/ECON 1000 30 <b>AND</b> Principles of Macroeconomics AK/ECON 1010 30</li> </ul>
<ul style="list-style-type: none"> <li>• Human Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources Management: ADMS 2600 3.0</li> </ul>
<ul style="list-style-type: none"> <li>• Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Introductory Marketing: ADMS 2200 3.0</li> </ul>
<ul style="list-style-type: none"> <li>• Principles &amp; Practice of Supervision</li> </ul>	<ul style="list-style-type: none"> <li>• No Equivalent</li> </ul>
<ul style="list-style-type: none"> <li>• Psychology</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Psychology: PSYC 1010 6.0</li> </ul>