OFFICE OF THE FACULTY COUNCIL CHANGE TO EXISTING DEGREE or CERTIFICATE PROPOSAL FORM

Faculty-level Curriculum Committee Submission Deadlines & Details

Fall Winter 2018-19, Summer 2019 Academic Sessions
June 1, 2017   Complete proposal package for all proposal types
October 15, 2017 Complete proposal package for New Course proposals and Changes to Existing Courses

Early submissions are welcome and appreciated. Incomplete and late proposals may not be processed in time for the requested academic session.

Proposal packages include the proposal form, a library statement, and consultation form (if applicable).

New: Submit your proposal using the new online submission form.

NOTE: A Change to Existing Degree/Certificate proposal is required if a new course is to be coded as a program requirement in the course repository and included in as a Degree Requirement in the official undergraduate Academic Calendar.

Prior to completing this form, proponents are asked to consult Brittany Tuer, Assistant Director, Academic Standards and Policy Advisor, btuer@yorku.ca, for definitions of major versus minor modifications.

Completed Submission Deadline: Click here to enter a date.

Department: School of Public Policy and Administration   **Contact:** Joanne Magee, UPD

Degree/Certificate Title: Bachelor of Public Administration – Specialized Honours, Honours and Honours Minor

Stream (if applicable):

Effective Session for Change: **Term:** (e.g., Fall; Winter; Summer) Fall   **Year:** 2018

Minor Change Description: (e.g. what is the change requested, what does this change mean for the degree, certificate, etc.):

This proposed change expands the range of courses available to students to fulfill the accounting course requirement in the required core for the major and minor in public administration by adding a new course developed by the School of Administrative Studies AP/ADMS 1550 3.0 Accounting for Non-Financial Managers to the current list of accounting courses AP/ADMS 1500 3.0 or AP/ADMS 2500 3.0.

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Academic Rationale for Change:

The original course AP/ADMS1500 3.0 has been recently modified to satisfy the requirements of the Human Resources Professional Association for its accreditation. Given the focus on particular professional body requirements, a new course AP/ADMS1550 3.0 has been created to continue to serve the needs of students that are not pursuing a professional accreditation but are interested in having exposure to management topics. The modified course AP/ADMS 1500 3.0 remains relevant to majors and minors in public administration as human resources management is a major function of public administration and our students often gravitate to taking HRM/ADMS cross-listed courses as part of their optional courses, especially in the Management stream of the BPA Specialized Honours.

Please note: the Committee on Curriculum, Curricular Policy and Standards requires that degree or certificate requirements, as listed in the Undergraduate Calendar (click here), be included below in their entirety.

Please **denote additions in _bold, blue, underlining_, and ~~strikethrough~~ for deletions.**

Existing Calendar Copy (Change From):	Proposed Calendar Copy (Change To):
Example: ~~Delete~~ this text.	Example: **Add** this text.
Note: The BPA 90 credit bachelor program closed effective the end of Summer 2012. Students who were registered in the BPA 90 credit program prior to September 2012 will have until September 2017 to complete the requirements of the 90 credit program for graduation. Students continuing who are unable to complete the 90 credit program by the deadline date will be required to change their program of study.	**Note:** The BPA 90 credit bachelor program closed effective the end of Summer 2012. Students who were registered in the BPA 90 credit program prior to September 2012 will have until September 2017 to complete the requirements of the 90 credit program for graduation. Students continuing who are unable to complete the 90 credit program by the deadline date will be required to change their program of study.
Specialized Honours BPA: 120 Credits	Specialized Honours BPA: 120 Credits
Note: in addition to completing the core requirements, students must specialize in one of three streams. Students must declare a stream by the completion of 60 credits. Students are required to have completed a 4U mathematics course or equivalent prior to entry to the program. Students transferring into the program must have a minimum grade point average of 5.00.	**Note:** in addition to completing the core requirements, students must specialize in one of three streams. Students must declare a stream by the completion of 60 credits. Students are required to have completed a 4U mathematics course or equivalent prior to entry to the program. Students transferring into the program must have a minimum grade point average of 5.00.
Residency requirement: a minimum of 30 course credits and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at York University.	**Residency requirement:** a minimum of 30 course credits and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at York University.
Graduation requirement: students must successfully complete the required 120 credits	**Graduation requirement:** students must successfully complete the required 120 credits

with a minimum overall cumulative grade point average of 5.00.

General education: a minimum of 21 general education credits as follows:

- 6.00 credits in natural science (NATS)
- a 9.00 credit approved general education course in the social science or humanities categories
- a 6.00 credit approved general education course in the opposite category to the 9.00 credit course in social science or humanities already taken

Major credits: 75 credits including:

(i) Public administration core: 33 credits including:

- AP/ADMS 1000 3.00;
- AP/ADMS 1500 3.00 or AP/ADMS 2500 3.00 *;
- AP/PPAS 1110 3.00;
- AP/PPAS 2110 3.00;
- AP/PPAS 2195 3.00;
- AP/PPAS 3136 3.00 (cross-listed to: AP/GL/POLS 3136 3.00);
- AP/PPAS 3138 3.00 or AP/PPAS 3135 3.00 (cross-listed to: AP/GL/POLS 3135 3.00);
- AP/PPAS 3190 6.00 (cross-listed to: AP/POLS 3190 6.00);
- AP/PPAS 3300 6.00 (cross-listed to: AP/POLS 3300 6.00, AP/SOCI 3030 6.00).

***Note:** students are encouraged to take AP/ADMS 2500 3.00 instead of AP/ADMS 1500 3.00. Students ~~may not~~ retain credit for both AP/ADMS 1500 3.00 and AP/ADMS 2500 3.00 because they are course credit exclusions.

(ii) Six additional credits as follows:

- AP/ECON 1000 3.00;
- AP/ECON 1010 3.00.

(iii) 36 credits in one of three streams. At least 12 credits in the major must be at the 4000 level

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with a minimum overall cumulative grade point average of 5.00.

General education: a minimum of 21 general education credits as follows:

- 6.00 credits in natural science (NATS)
- a 9.00 credit approved general education course in the social science or humanities categories
- a 6.00 credit approved general education course in the opposite category to the 9.00 credit course in social science or humanities already taken

Major credits: 75 credits including:

(i) Public administration core: 33 credits including:

- AP/ADMS 1000 3.00;
- **3 credits selected from** AP/ADMS 1500 3.00, **AP/ADMS 1550 3.00** or AP/ADMS 2500 3.00 *;
- AP/PPAS 1110 3.00;
- AP/PPAS 2110 3.00;
- AP/PPAS 2195 3.00;
- AP/PPAS 3136 3.00 (cross-listed to: AP/GL/POLS 3136 3.00);
- AP/PPAS 3138 3.00 or AP/PPAS 3135 3.00 (cross-listed to: AP/GL/POLS 3135 3.00);
- AP/PPAS 3190 6.00 (cross-listed to: AP/POLS 3190 6.00);
- AP/PPAS 3300 6.00 (cross-listed to: AP/POLS 3300 6.00, AP/SOCI 3030 6.00).

***Note:** students are encouraged to take AP/ADMS 2500 3.00 instead of AP/ADMS 1500 3.00 **or AP/ADMS 1550 3.00. Students with an interest in human resources management rather than general management may consider AP/ADMS 1500 3.00.** Students **can** retain credit **only for one of the 3 courses listed** because they are course credit exclusions.

(ii) Six additional credits as follows:

- AP/ECON 1000 3.00;

or above.

Upper-level credits: at least 36 credits must be at the 3000 or 4000 level including at least 18 credits at the 4000 level.

Credits outside the major: 18 credits.

Law, Justice and Public Policy Stream:

- AP/PPAS 2200 3.00 (cross-listed to: AP/POLS 2200 3.00)
- AP/PPAS 2420 3.00
- AP/PPAS 4070 6.00
- AP/PPAS 4130 6.00 (cross-listed to: AP/POLS 4130 6.00)
- 6 credits selected from: AP/SOCI 3810 6.00 (cross-listed to: AP/HREQ 3810 6.00) or AP/CRIM 3654 3. 00 (cross-listed to:AP/SOSC 3654 6.00), AP/CRIM 3655 3.00 (cross-listed to: AP/SOSC 3655 3.00), AP/CRIM 3656 3.00 (cross-listed to:AP/SOSC 3656 3.00)
- 12 additional 3000- or 4000-level credits in PPAS or POLS

Management Stream:

- AP/ADMS 2400 3.00
- AP/HRM 2600 3.00 (cross-listed to: AP/ADMS 2600 3.00)
- AP/ADMS 3353 3.00
- AP/PPAS 3524 3.00 (cross-listed to: AP/ADMS 3524 3.00)
- AP/PPAS 4200 6.00 or AP/PPAS 4350 6.00
- AP/PPAS 4310 3.00
- AP/PPAS 4320 3.00
- three additional 3000- or 4000-level credits in PPAS
- nine additional 3000- or 4000-level credits in ADMS and/or HRM, three of which must be in HRM.

Policy Analysis Stream:

- AP/HRM 2600 3.00 (cross-listed to: AP/ADMS 2600 3.00)
- AP/PPAS 3524 3.00 (cross-listed to: AP/ADMS 3524 3.00)
- AP/PPAS 4200 6.00 or AP/PPAS 4350

- AP/ECON 1010 3.00.

(iii) 36 credits in one of three streams. At least 12 credits in the major must be at the 4000 level or above.

Upper-level credits: at least 36 credits must be at the 3000 or 4000 level including at least 18 credits at the 4000 level.

Credits outside the major: 18 credits.

Law, Justice and Public Policy Stream:

- AP/PPAS 2200 3.00 (cross-listed to: AP/POLS 2200 3.00)
- AP/PPAS 2420 3.00
- AP/PPAS 4070 6.00
- AP/PPAS 4130 6.00 (cross-listed to: AP/POLS 4130 6.00)
- 6 credits selected from: AP/SOCI 3810 6.00 (cross-listed to: AP/HREQ 3810 6.00) or AP/CRIM 3654 3. 00 (cross-listed to:AP/SOSC 3654 6.00), AP/CRIM 3655 3.00 (cross-listed to: AP/SOSC 3655 3.00), AP/CRIM 3656 3.00 (cross-listed to:AP/SOSC 3656 3.00)
- 12 additional 3000- or 4000-level credits in PPAS or POLS

Management Stream:

- AP/ADMS 2400 3.00
- AP/HRM 2600 3.00 (cross-listed to: AP/ADMS 2600 3.00)
- AP/ADMS 3353 3.00
- AP/PPAS 3524 3.00 (cross-listed to: AP/ADMS 3524 3.00)
- AP/PPAS 4200 6.00 or AP/PPAS 4350 6.00
- AP/PPAS 4310 3.00
- AP/PPAS 4320 3.00
- three additional 3000- or 4000-level credits in PPAS
- nine additional 3000- or 4000-level credits in ADMS and/or HRM, three of which must be in HRM.

Policy Analysis Stream:

- AP/HRM 2600 3.00 (cross-listed

- [6.00](#)
  - [AP/PPAS 4310 3.00](#)
  - [AP/PPAS 4320 3.00](#)
  - 18 additional credits at the 3000 or 4000 level, 12 of which must be in PPAS and six of which can be in PPAS or POLS.

Honours BPA: 120 Credits

Note: students are required to have completed a 4U mathematics course or equivalent prior to entry to the program. Students transferring into the program must have a minimum grade point average of 5.00.

Residency requirement: a minimum of 30 course credits and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at York University.

Graduation requirement: students must successfully complete the required 120 credits with a minimum overall cumulative grade point average of 5.00.

General education: a minimum of 21 general education credits as follows:

- 6.00 credits in natural science (NATS)
- a 9.00 credit approved general education course in the social science or humanities categories
- a 6.00 credit approved general education course in the opposite category to the 9.00 credit course in social science or humanities already taken

Major credits: 63 credits including:

(i) Public administration core: 33 credits including:

- [AP/ADMS 1000 3.00](#);
- [AP/ADMS 1500 3.00](#) or [AP/ADMS 2500 3.00](#) *;
- [AP/PPAS 1110 3.00](#);

- to: [AP/ADMS 2600 3.00](#))
  - [AP/PPAS 3524 3.00](#) (cross-listed to: [AP/ADMS 3524 3.00](#))
  - [AP/PPAS 4200 6.00](#) or [AP/PPAS 4350 6.00](#)
  - [AP/PPAS 4310 3.00](#)
  - [AP/PPAS 4320 3.00](#)
  - 18 additional credits at the 3000 or 4000 level, 12 of which must be in PPAS and six of which can be in PPAS or POLS.

Honours BPA: 120 Credits

Note: students are required to have completed a 4U mathematics course or equivalent prior to entry to the program. Students transferring into the program must have a minimum grade point average of 5.00.

Residency requirement: a minimum of 30 course credits and at least half (50 per cent) of the course credits required in each undergraduate degree program major/minor must be taken at York University.

Graduation requirement: students must successfully complete the required 120 credits with a minimum overall cumulative grade point average of 5.00.

General education: a minimum of 21 general education credits as follows:

- 6.00 credits in natural science (NATS)
- a 9.00 credit approved general education course in the social science or humanities categories
- a 6.00 credit approved general education course in the opposite category to the 9.00 credit course in social science or humanities already taken

Major credits: 63 credits including:

(i) Public administration core: 33 credits including:

- [AP/ADMS 1000 3.00](#);
- **3 credits selected from** [AP/ADMS 1500 3.00](#), **AP/ADMS 1550 3.00** or [AP/ADMS 2500 3.00](#) *;

- [AP/PPAS 2110 3.00](#);
- [AP/PPAS 2195 3.00](#);
- [AP/PPAS 3136 3.00](#) (cross-listed to: [AP/GL/POLS 3136 3.00](#));
- [AP/PPAS 3138 3.00](#) or [AP/PPAS 3135 3.00](#) (cross-listed to: [AP/GL/POLS 3135 3.00](#));
- [AP/PPAS 3190 6.00](#) (cross-listed to: [AP/POLS 3190 6.00](#));
- [AP/PPAS 3300 6.00](#) (cross-listed to: [AP/POLS 3300 6.00](#), [AP/SOCI 3030 6.00](#)).

***Note:** students are encouraged to take [AP/ADMS 2500 3.00](#) instead of [AP/ADMS 1500 3.00](#). Students ~~may not~~ retain credit for both [AP/ADMS 1500 3.00](#) and [AP/ADMS 2500 3.00](#) because they are course credit exclusions.

(ii) Nine additional credits as follows:

- [AP/PPAS 3524 3.00](#) (cross-listed to: [AP/ADMS 3524 3.00](#));
- [AP/ECON 1000 3.00](#);
- [AP/ECON 1010 3.00](#).

(iii) 21 additional credits in PPAS at the 3000 or 4000 level, at least 12 of which must be at the 4000 level.

Note: at least 12 credits in the major must be at the 4000 level or above.

Upper-level credits: at least 36 credits must be at the 3000 or 4000 level including at least 18 credits at the 4000 level.

Credits outside the major: 18 credits.

Honours Major/Minor BPA

The BPA Honours program in Public Administration may be pursued jointly with any Honours Minor bachelor program within the Faculties of Environmental Studies, Health, Liberal Arts and Professional Studies, or Science, the School of the Arts, Media,

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- [AP/PPAS 1110 3.00](#);
- [AP/PPAS 2110 3.00](#);
- [AP/PPAS 2195 3.00](#);
- [AP/PPAS 3136 3.00](#) (cross-listed to: [AP/GL/POLS 3136 3.00](#));
- [AP/PPAS 3138 3.00](#) or [AP/PPAS 3135 3.00](#) (cross-listed to: [AP/GL/POLS 3135 3.00](#));
- [AP/PPAS 3190 6.00](#) (cross-listed to: [AP/POLS 3190 6.00](#));
- [AP/PPAS 3300 6.00](#) (cross-listed to: [AP/POLS 3300 6.00](#), [AP/SOCI 3030 6.00](#)).

***Note:** students are encouraged to take [AP/ADMS 2500 3.00](#) instead of [AP/ADMS 1500 3.00](#) **or AP/ADMS 1550 3.00. Students with an interest in human resources management rather than general management may consider AP/ADMS 1500 3.00.** Students **can** retain credit **only for one of the 3 courses listed** because they are course credit exclusions.

(ii) Nine additional credits as follows:

- [AP/PPAS 3524 3.00](#) (cross-listed to: [AP/ADMS 3524 3.00](#));
- [AP/ECON 1000 3.00](#);
- [AP/ECON 1010 3.00](#).

(iii) 21 additional credits in PPAS at the 3000 or 4000 level, at least 12 of which must be at the 4000 level.

Note: at least 12 credits in the major must be at the 4000 level or above.

Upper-level credits: at least 36 credits must be at the 3000 or 4000 level including at least 18 credits at the 4000 level.

Credits outside the major: 18 credits.

Honours Major/Minor BPA

The BPA Honours program in Public Administration may be pursued jointly with any Honours Minor bachelor program within the Faculties of Environmental Studies, Health, Liberal Arts and Professional Studies, or

Performance and Design, or the Lassonde School of Engineering that offers a major/minor option.

Students must complete 63 credits in the major in conformity with the requirements of the program major and at least 30 credits in the minor in conformity with the requirements of the program minor. At least 12 credits in the major must be at the 4000 level and at least six credits in the minor must be at the 4000 level.

Honours Minor

Note: students entering the program must have a minimum grade point average of 5.00 in their home program at York.

The minor in public administration may be pursued jointly with any Honours Major degree program offered by the Faculties of Environmental Studies, Health, Liberal Arts and Professional Studies, or Science, the School of the Arts, Media, Performance and Design, or the Lassonde School of Engineering that offers a major/minor option.

Students must complete 36 credits in the minor and at least six credits must be at the 4000 level.

Minor credits: 36 credits including:

(i) Public administration core: 30 credits including:

- AP/ADMS 1000 3.00;
- AP/ADMS 1500 3.00 or AP/ADMS 2500 3.00 *;
- AP/PPAS 1110 3.00;
- AP/PPAS 2110 3.00;
- AP/PPAS 3300 6.00 (cross-listed to: AP/POLS 3300 6.00, AP/SOCI 3030 6.00);
- AP/PPAS 3136 3.00 (cross-listed to: AP/GL/POLS 3136 3.00);
- AP/PPAS 3138 3.00 or AP/PPAS 3135 3.00 (cross-listed to: AP/GL/POLS 3135 3.00);
- AP/PPAS 3190 6.00 (cross-listed

to: AP/POLS 3190 6.00).

*Note: students are encouraged to take AP/ADMS 2500 3.00 instead of AP/ADMS 1500 3.00. Students may not retain credit for both AP/ADMS 1500 3.00 and AP/ADMS 2500 3.00 because they are course credit exclusions.

(ii) Six credits at the 4000 level in PPAS.

To graduate with a minor in public administration, students must satisfy Honours degree and program requirements including a minimum 5.00 grade point average in the minor.

Course Substitutes

Subject to course exclusions, program requirements/restrictions and residency requirements, the following courses are acceptable substitutes for the purpose of meeting program requirements.

Program Course	Course Substitutes
AP/ECON 1000 3.00	GL/ECON 2500 3.00
AP/ECON 1010 3.00	GL/ECON 2510 3.00

- AP/PPAS 3190 6.00 (cross-listed to: AP/POLS 3190 6.00).

*Note: students are encouraged to take AP/ADMS 2500 3.00 instead of AP/ADMS 1500 3.00 or AP/ADMS 1550 3.00. Students with an interest in human resources management rather than general management may consider AP/ADMS 1500 3.00. Students can retain credit only for one of the 3 courses listed because they are course credit exclusions.

(ii) Six credits at the 4000 level in PPAS.

To graduate with a minor in public administration, students must satisfy Honours degree and program requirements including a minimum 5.00 grade point average in the minor.

Course Substitutes

Subject to course exclusions, program requirements/restrictions and residency requirements, the following courses are acceptable substitutes for the purpose of meeting program requirements.

Program Course	Course Substitutes
AP/ECON 1000 3.00	GL/ECON 2500 3.00
AP/ECON 1010 3.00	GL/ECON 2510 3.00

Program Learning Outcomes:

Addition/ Removal of Courses

Please describe how each course being <u>added</u> or <u>removed</u> will contribute to the program learning outcomes. *<u>Please note</u>: Proponents are asked to specifically make reference to the Degree-Level Expectations for the program/degree when completing this section.*

Course Number and Title	Add or Remove the course from the program?	Is the course <u>Required</u> or <u>Optional</u>?	How will this course contribute to the program learning outcomes?
AP/ADMS 1550 3.00	**Add**	optional	Understand and apply basic concepts in financial accounting, managerial accounting and finance, and analyze their interrelationships as public administrators/managers/human resources managers.
	Choose an item.		
	Choose an item.		
	Choose an item.		
	Choose an item.		
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Confirmation of Consultation/Approval:

The Committee on Curriculum, Curricular Policy and Standards will not consider proposals that have not been approved by the Department/School responsible for offering the course.

Please ensure that all fields are filled below, and that appropriate consultation/approval documentation is attached.

Has consultation been completed? (please check)   ☒ **Yes**   ☐ **Not applicable**

Is evidence of consultation attached? (please check)   ☒ **Yes**   ☐ **Not applicable**

Departmental Curriculum Approval:

SPPA Curriculum Committee	**Joanne Magee, Chair**	March 22, 2017
Name	Position	Date
SPPA Council	**Alena Kimakova, Director**	March 23, 2017
Name	Position	Date
Click here to enter text.	Click here to enter text.	Click here to enter a date.
Name	Position	Date

From the School of Public Policy & Administration:

To: Professor John Parkinson, School of Administrative Studies

Hi John

Sorry for the delay in reply to your email below.

The School of PPA reviewed this at a school meeting late last month.

Given that many of the BPA majors in the Management stream tend to specialize in HR, we have decided to expand the options for students and allow them to pick one of the 3 courses: AP/ADMS 1500 3.0, AP/ADMS 1550 3.0 or AP/ADMS 2500 3.0

Of course, this also means we need to change the note associated with this choice as to what we recommend.

Right now the calendar requirements are:

- AP/ADMS 1500 3.00 or AP/ADMS 2500 3.00 *;
*__Note:__ students are encouraged to take AP/ADMS 2500 3.00 instead of AP/ADMS 1500 3.00. Students may not retain credit for both AP/ADMS 1500 3.00 and AP/ADMS 2500 3.00 because they are course credit exclusions.

This would change to:

- 3 credits selected from: AP/ADMS 1500 3.00, AP/ADMS 1550 3.0, AP/ADMS 2500 3.00
*__Note:__ students are encouraged to take AP/ADMS 2500 3.00 instead of AP/ADMS 1500 3.00 or AP/ADMS 1550 3.0. Students with an interest in human resources management rather than general management may consider AP/ADMS 1500 3.00. Students can retain credit only for one of the 3 courses listed because they are course credit exclusions.

Please let me know when you plan to submit the new course proposal so that we may submit our proposal for changing our degree requirements at the same time.

Thanks,
Joanne

Professor Joanne Magee
Coordinator, Audit, Information Systems and Tax, School of Administrative Studies
Undergraduate Program Director, School of Public Policy & Administration
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E-Mail: jmagee@yorku.ca
http://people.laps.yorku.ca/people.nsf/researcherprofile?readform&shortname=jmagee

From the School of Human Resources Management:

To: Professor John Parkinson, School of Administrative Studies

From: Souha Ezzedeen, School of Human Resource Management UPD
Date: 13 March 2017
Re: AP/ADMS 1500 3.0

Hi John,

Thank you for your email.

I am aware of the many exchanges that occurred with the Human Resource Professional Association (HRPA), resulting in content changes to ADMS 1500. I thank you and respective curriculum committees for working towards bringing the course in line with HRPA certification requirements.

This email serves as evidence that the School of Human Resource Management has been consulted in the changes made to ADMS 1500, particularly the change in the name of the course from "An Introduction to Accounting: the Analysis and Use of Financial Information" to "An Introduction to Accounting for Human Resource Professionals".

If this proposed change is approved and introduced in Fall 2018, we will ensure that the name of the course is changed on all SHRM documents and forms pertaining to program curriculum and degree audit reporting. I have CC-d our in-house Advisor Tanya Cora to that effect.

Thank you.

Souha R. Ezzedeen Ph.D.
College Academic Life Coordinator, New College
Undergraduate Program Director and Associate Professor, School of Human Resource Management
York University
Toronto, ON

From the Library:

SUBJECT: Library Statement for ADMS 1501

                 Accounting for Non-Financial Managers

FROM: Stephanie Quail

                 Business Librarian

DATE: April 11, 2017

ADMS 1501: Accounting for Non-Financial Managers

York University Libraries (YUL) will be able to support the proposed course ADMS 1501: Accounting for Non-Financial Managers, as the library has a strong collection of books, article databases, and specialized accounting databases that will support the introductory accounting work the students will complete in this course.

The course proposal lists the 4th edition of *Accounting for Non-Financial Managers* by John Parkinson as the required textbook for the course. The Bronfman Library currently has one print copy of the 4th edition; however, the Library could purchase an additional copy, especially since there will be 300 students in this course. It is also recommended that the professor place this book on course reserve using the online course system (http://reserves.library.yorku.ca/) to ensure equitable access to students in the course.

Additionally, YUL also provides students with online access to the *CPA Canada Guidance and Standards Collection* and the *International Financial Reporting Standards.* These electronic subscriptions will provide students with useful supplemental material for the course, as they may need to access accounting standards when they are preparing their case analysis assignment. Both resources can be found by name via the Library's website (http://www.library.yorku.ca) and can be used by an unlimited number of simultaneous users 24/7 both on and off-campus.

In addition to the above materials, the course proposal mentions that students will need to have access to major Canadian and international newspaper publications such as the *Globe and Mail* and *the Economist.* Students will have 24/7 on and off-campus access to major and regional Canadian newspapers, as well as major international news publications through the database, *Factiva.* The business library has a video resource that highlights how to search *Factiva* (https://youtu.be/kuisudsIMt0?t=5m38s). It may be worthwhile to include this video resource in the course's Moodle.

This video is part of the suite of online learning resources that the Bronfman library is currently developing for business students called BRYT - Business Research at York Toolkit (http://bryt.library.yorku.ca/). This toolkit includes videos and PDF resources that show students how to use specialized business research databases to conduct business research tasks. By

May 2018, all five modules will be fully developed and will cover how to find and locate company, industry, marketing, finance, and accounting/taxation research.

YUL also has a collection of relevant print books that will support this course. The Bronfman Library's collection contains relevant introductory print books under subject headings such as: Accounting, Financial Statements, Managerial Accounting, and Finance, Personal. YUL's electronic book collection will also support this course, as *Books 24x7* and *Ebook Central* will provide access to practitioner-focused books that discuss managerial accounting issues.

The library's book collection is supplemented by a strong collection of accounting periodicals. The full-text of many of these journals are available online, which will increase ease of access for students. Titles such as *Accounting, Auditing & Accountability Journal, Accounting Perspectives, The Accounting Review, Financial Analysts Journal,* and *Journal of Accounting, Auditing, and Finance* will provide students with useful supplementary resources. Additionally, the library also subscribes to the print version of key Canadian accounting practitioner periodicals, such as *CPA Magazine,* and the full-text online version of *The Bottom Line.*

YUL also subscribes to various databases such as *Proquest Business* and *Business Source Complete* that have strong coverage of Canadian and international academic, trade, and popular business periodical titles and will provide students with 24/7 access to articles both on and off-campus.

Finally, the Bronfman Library has created a number of useful online research guides, such as: *Accounting and Taxation Guide, Company Research,* and *Finance Guide.* These guides, as well as many other business-specific guides, can be accessed at: http://www.library.yorku.ca/web/bbl/guides/. The Bronfman Library would also be able to create a course-specific research guide and provide in-class library instruction support.