

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: 5/26/2017

Department: **Contact:**

Degree/Certificate Title:

Stream (if applicable):

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

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

The course AP/ADMS1550 replaces AP/ADMS1500 as the required course to cover accounting topics.

Academic Rationale for Change:

The original course ADMS1500 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 ADMS1550 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 business or management topics by completing the Business Minor.

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):
<p>Example: Delete this text.</p> <p>Document downloaded from http://calendars.students.yorku.ca/2017-2018/business-minor on May 26th at 11am</p> <h3>Honours Minor</h3> <p>The Honours Minor program described may be combined with any approved non-business Honours program that offers a major/minor option in the Faculties of Environmental Studies, Health, Liberal Arts and Professional Studies, Science or the Lassonde School of Engineering. For further details on requirements, refer to the listings for specific Honours programs that may be pursued jointly with other Faculties. The School of the Arts, Media, Performance and Design will consider approving major/business Honours minor combinations on an individual case basis. Students in the School of the Arts, Media, Performance and Design should contact their home Faculty for more information.</p> <p>Note: in a major/minor program, a course may count only once toward major credit or minor credit.</p> <p>Entry requirements:</p> <p>Students prior to entering the business minor are required to have completed one 4U mathematics or the equivalent and students must have completed 30 University credits or</p>	<p>Example: Add this text.</p> <h3>Honours Minor</h3> <p>The Honours Minor program described may be combined with any approved non-business Honours program that offers a major/minor option in the Faculties of Environmental Studies, Health, Liberal Arts and Professional Studies, Science or the Lassonde School of Engineering. For further details on requirements, refer to the listings for specific Honours programs that may be pursued jointly with other Faculties. The School of the Arts, Media, Performance and Design will consider approving major/business Honours minor combinations on an individual case basis. Students in the School of the Arts, Media, Performance and Design should contact their home Faculty for more information.</p> <p>Note: in a major/minor program, a course may count only once toward major credit or minor credit.</p> <p>Entry requirements:</p> <p>Students prior to entering the business minor are required to have completed one 4U mathematics or the equivalent and students must have completed 30 University credits or</p>

the equivalent and attained a minimum cumulative grade point average of 5.00 in their home program at York.

Minor credits: 30 credits including:

AP/ADMS 1010 3.00 Exploring the Functions of Business;

~~AP/ADMS 1500 3.00 An Introduction to Accounting;~~

AP/ADMS 2200 3.00 Introductory Marketing;

AP/ADMS 2310 3.00 Business Statistics through Applications or AP/ADMS 2320

3.00 Quantitative Methods I;

AP/ADMS 2400 3.00 Introduction to Organizational Behaviour;

AP/ADMS 2541 3.00 Introduction to Personal Finance;

AP/ADMS 3920 3.00 New Venture & Small Business Management;

three additional credits in AP/ADMS at any level or AP/ECON 1900 3.00;

three additional credits in AP/ADMS at the 3000 level;

three additional credits in AP/ADMS at the 4000 level.

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

Note: 18 credits at the 4000 level are required to complete an honours bachelor's degree

the equivalent and attained a minimum cumulative grade point average of 5.00 in their home program at York.

Minor credits: 30 credits including:

AP/ADMS 1010 3.00 Exploring the Functions of Business;

AP/ADMS 1550 3.00 Accounting for Non-Financial Managers;

AP/ADMS 2200 3.00 Introductory Marketing;

AP/ADMS 2310 3.00 Business Statistics through Applications or AP/ADMS 2320

3.00 Quantitative Methods I;

AP/ADMS 2400 3.00 Introduction to Organizational Behaviour;

AP/ADMS 2541 3.00 Introduction to Personal Finance;

AP/ADMS 3920 3.00 New Venture & Small Business Management;

three additional credits in AP/ADMS at any level or AP/ECON 1900 3.00;

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

Note: 18 credits at the 4000 level are required to complete an honours bachelor's degree

Program Learning Outcomes:

Addition/ Removal of Courses

Please describe how each course being added or removed will contribute to the program learning outcomes. *Please note: 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?
	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:

Click here to enter text.	Click here to enter text.	Click here to enter a date.
<hr/> Name	<hr/> Position	<hr/> Date
Click here to enter text.	Click here to enter text.	Click here to enter a date.
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Notes: Approved at SAS Curriculum and Coordinators Meeting on May 9th 2017

Approved at School of Administrative Studies Meeting on May 25th 2017