

# **New Undergraduate Degree Type and change of programs from BAS to BCom Faculty of Liberal Arts and Professional Studies School of Administrative Studies**

## **Proposal**

- To establish a new degree type, Bachelor of Commerce (BCom), School of Administrative Studies, Liberal Arts & Professional Studies
  
- To change degree designation from a Bachelor of Administrative Studies (BAS) to Bachelor of Commerce (BCom).
  
- To close the BAS degree type.

## **1. Introduction**

*Provide a brief statement of the degree program(s) being proposed, including commentary on the appropriateness and consistency of the degree designation(s) and program name with current usage in the discipline or area of study.*

**Degree and Program:** This is a proposal to establish the Bachelor of Commerce degree type and to change the degree designation of the Bachelor of Administrative Studies (BAS) to Bachelor of Commerce (BCom), effective September 2017. The impact of this will be the closure of the BAS degree-type at York University.

We propose to introduce a new degree type to York University, namely the Bachelor of Commerce (BCom). The BCom is one of the two most popular management undergraduate degree types in Canada offered by several universities, including traditional ones (Queens, University of Toronto and McMaster) and others more recently established (Guelph and Ryerson).

The proposal to establish the degree type and to change the degree designation of the Bachelor of Administrative Studies and program(s) name to the new degree type BCom does not imply a change in substance, focus or direction of the program in general or program(s) in particular. The fundamental motivation for changing the name of the degree granted by York is to address student and alumni concerns that the current name, BAS, disadvantages them in their careers. The new degree type and change of name represents the culmination of a process initiated by alumni and students who are currently disadvantaged due to perceptions of various stakeholders and screens used by employers and firms.

The School of Administrative Studies offers two undergraduate degree types: the Bachelor of Administrative Studies (BAS) and the Bachelor of Disaster and Emergency Management (BDEM). With the creation of the BCom degree the School will be ensuring that our students, who are graduating into the global workplace, are provided with a sense of clarity knowing that the content and nature of their studies is reflected in the designation of a BCom as understood in the business community locally or internationally. It is the intention of this proposal to speak about both the creation and the change in degree designation from the BAS to the BCom interchangeably. The BDEM degree and program will not be affected by this change.

York currently uses the Bachelor of Administrative Studies (BAS) for its existing programs in Administrative Studies. We are proposing that all Bachelor of Administrative Studies programs will carry the designation BCom. This proposal is asking to change the degree type of the existing Bachelor of Administrative Studies programs in all disciplines of management from the current BAS to the new BCom. The degree level expectations of the BCom degree are not changing from those articulated for the BAS degree. Similarly, no changes to the admission, standing or graduation requirements for the BCom degree are proposed in conjunction with the establishment of the new degree type.

**Effective Session of Proposed Change(s):** Fall 2017

## **2. Proposed Change(s) and Rationale for General Objectives of the program, need and demand, program content and curriculum, program structure, learning outcomes and assessment, admission requirements,**

### **2. A. Description of the proposed change(s) and rationale, including alignment with academic plans.**

#### **The Meaning and Impact of the Degree Name**

##### ***2.A.1. Current Students and Alumni***

One of the primary motivations for changing the name of the degree granted by York is to address students and alumni concerns that the current name, BAS, disadvantages them in their careers. In a recent petition initiated by a SAS alumnus (see Appendix A), the majority of students and alumni highlight the frustration they have experienced with the BAS label. They find that many employers are unfamiliar with the title, and students and alumni are frequently required to explain that the BAS is equivalent to the BBA or BCom degree. As illustrated by the response: “*might as well call it ABC*”, some feel that the name does not convey any meaningful information. However, many suggest that the name itself denotes lower quality, even though the required BAS major GPA is 5.5, one of the highest at York University. As several students noted the term “administrative studies” is often associated with “*secretarial studies*” (See Appendix B for a summary of responses). Given these common misunderstandings and perceptions, some of our graduates appear to experience difficulty in getting past employers’ initial screening mechanisms (which are often electronic) and securing an interview.

In today’s competitive job market, we want to do all we can to assist our students in career placements. If a simple name change can improve our graduates’ job prospects and pride in their York degree, this is indeed a worthwhile endeavor. (For more details on student views of the issue, please refer to Appendix C for a copy of the recent article in the student newspaper, *The Excalibur*).

##### ***2.A.2. Potential Students***

Another motivation for changing the name is to align with the School of Administrative Studies (SAS) goal to become a degree of choice for local and international students who seek flexible and leading-edge management education in the greater Toronto area. So far, the results of SAS’s efforts have been very positive. Despite the current confusion over the BAS degree, SAS has more than 3,500 full time equivalent students enrolled in the BAS degree program, representing around 14% of the undergraduate student population in the Faculty of Liberal Arts

and Professional Studies and 7% of the total York undergraduate population. Of particular importance to York and its international focus, is that more than 1,000 international students (representing 25% of the total international students currently enrolled at York) are currently enrolled in the BAS degree program. To build upon this success and to further enhance SAS's reputation and differentiation, particularly among international students, SAS must have an internationally recognized degree name such as BCom.

### **2.A.3. Conclusion**

The change in degree name to Bachelor of Commerce does not reflect a change in substance, focus or direction of the program in general or degree programs in particular. While the name BAS was appropriate when this degree was first set up in the 1970s, the degree content and targeted student body has changed over time and BCom now better represents the degree as currently offered. The proposed change in name of the BAS to BCom will give BAS students a recognizable and easily understood degree – one that clearly places them within the local and global field of business studies. As highlighted in Appendix D, the proposed name is consistent with the names of similar programs offered in Ontario, Canada and several other countries.

### **2.B. Alignment with Academic Plans**

The BAS programs play an important role within York and the achievement of York's academic plans. The BAS tuition has created a significant financial surplus, which has been used to support other programs/units within the Faculty and at the University level. In terms of alignment with SAS's own academic plans, the proposed change does not reflect a change in substance, focus or direction of the program in general or degree programs in particular. Rather the change represents the culmination of a process initiated by alumni and students who are currently disadvantaged due to current perceptions of various stakeholders and screens used by employers and firms.

The proposed name change is not a new idea and was originally proposed in 2002. More recently, it has been put forth as a key priority in multiple planning documents discussed at the Faculty and University levels. In SAS's recent responses to the IIRP and LA&PS @ 2020 five year academic plan 2015-2020, discussion of the name change was included under the umbrella of "Better Recognition, Image and Visibility for the School". Further, it was included as initiative #13 in the Decanal Implementation Plan of Nov 2<sup>nd</sup>, 2015 in response to the external reviewer's report on the recent SAS Cyclical Program Review.

### **2.C. Outline of the changes to requirements and the associated learning outcomes, including how the proposed requirements will support the achievement of program/graduate diploma learning objectives.**

The change in degree name to Bachelor of Commerce does not reflect a change in substance, focus or direction of the program in general or degree programs in particular.

This proposal is asking to change the degree type of the existing Administrative Studies programs in all disciplines of management from the current BAS to the new BCom. The degree level expectations of the BCom degree are not changing from those articulated for the BAS degree. Similarly, no changes to the admission, standing or graduation requirements for the BCom degree are proposed in conjunction with the establishment of the new degree type. The current BAS and BAS-ITEC Degree-Level Expectations will become the BCom and BCom-ITEC Degree-Level Expectations (see appendixes E and F for details).

**2.D. Overview of the consultation undertaken with relevant academic units and an assessment of the impact of the modifications on other programs. (Where and as appropriate, the proposal must include statements from the relevant program/graduate diplomas confirming consultation/support.)**

The name proposed is not currently used by any unit within York University. There is one degree that has the term 'commerce' in it, but there is no duplication in content or focus (Mathematics for Commerce - MATC). There are other programs and units that share courses, but the changes will not affect them (Financial and Business Economics – FBEC; Public Policy and Administration – PPA; Business and Society –BUSO and the School of Information Technology).

Further, the change will not create confusion regarding the difference between SAS and other programs and units – particularly the Schulich BBA program. As evidenced by the student population and the flexibility of the BAS program, there is already a clear distinction between the two programs. Currently, 70% of SAS's student population is represented by university and college transfers and it has a significant international student enrolment. Further, the majority of the courses are available in during the day and evening and throughout the year (the majority of York's summer course offerings are represented by SAS courses). In contrast, Schulich's undergraduate student population is derived solely from direct-entry high school students and the program is based upon the cohort model, with students having limited choice as to which point in the program they can complete their courses or when (Fall and Winter semesters). The prime rationale for the change is to clarify, particularly to broader community outside of York, as to what the BAS degree actually signifies in terms of the knowledge learned during the course of the students' studies.

Aside from the benefits to SAS and LAPS, there are several units within the University that might benefit from this change in name (admissions, York International, career center). For instance, the readily recognizable BCom would facilitate international exchange students coming to LAPS whereas the confusing BAS would not. However, most importantly all current student and alumni will significantly benefit from this change.

The list of opinions requested (consultations) is detailed below:

- 1) Associate Dean for Programs, LA&PS in representation of the Dean of LA&PS, J. McMurtry.
- 2) Vice-Provost Academic, A. Pitt
- 2) Vice President Academic and Provost. R. Lenton
- 3) Bachelor of Arts – Mathematics for Commerce (both the actuarial stream and operations research streams). P. Szeptycki, UPD
- 4) Financial and Business Economics – FBEC. N.Buckley, UPD
- 5) Public Policy and Administration – PPA. L. Foster, UPD
- 6) Business and Society –BUSO. D. Reed, program coordinator
- 7) School of Information Technology, J. Huang, Director
- 8) Schulich Business School. Associate Dean programs/curriculum
- 9) Registrar's Office. Carol Altilia, Registrar
- 10) York International. Associate Vice President International, M. Lambert-Drache,
- 11) Career Center. D. Twombly, Manager, Career Development
- 12) Alumni and current students (reflected in change.org)
- 13) Employers
- 14) CPA Ontario



Given the consensus regarding the name change and lack of use of the term Commerce in any degree granted by York University, no votes or discussions were held regarding other names or options. The name change followed the following process:

- 1) Approved by the School of Administrative Studies Curriculum and Coordinators Committee on January 12<sup>th</sup> 2016 (this committee considers all curriculum changes and meets regularly once a month).
- 2) Approved by the School of Administrative Studies School Meeting on January 28<sup>th</sup> 2016 (all full time professors are members of this committee, meetings are regularly held once a month).

### 3. Summary of any resource implications and how they are being addressed.

We do not foresee that this change will have any resource implication. Degree requirements will remain the same as they previously were.

### 4. Summary of how students currently enrolled in the program/graduate diploma will be accommodated.

Students currently enrolled in the program will not be required to complete any new or additional requirements. Our intention is that students entering into the program(s) in Fall 2017 will graduate with the BCom degree type. Students currently enrolled in a Bachelor of Administrative Studies program will be given the choice of receiving a BAS or BCom designation.

We suggest that alumni be provided the option to exchange their degree certificate to the BCom, following the principle already established at York when a degree changes its name.

We propose the closure of the Bachelor of Administrative Studies (BAS) degree type. The closure is needed so all future students entering the program after these changes are effective will not have the option to graduate with a BAS. The main effect of the closure of the BAS degree type is to minimize complexities in its management by units outside the School of Administrative Studies.

### 5. Calendar Copy

*Using the following two-column format, provide a copy of the relevant program requirements as they will appear in the undergraduate Calendar.*

Please **denote additions in bold, blue, underlining, and strikethrough for deletions.**

Existing Calendar Copy (Change From):	Proposed Calendar Copy (Change To):
<p>Example: <del>Delete</del> this text.</p> <p><del>Bachelor of Administrative Studies</del></p>	<p>Example: <b><u>Add</u></b> this text.</p> <p><b><u>Bachelor of Commerce (BCom)</u></b></p> <p>Please note: All subsequent references to the program in the calendar copy will be adjusted to reflect the program name change</p>

## School of Administrative Studies

Students prior to entering the **BAS** are required to have completed one 4U mathematics MHF4U (Advanced Functions), or the equivalent.

AP/ADMS 1000 3.00, Introduction to Administrative Studies must be successfully completed prior to taking a course for which it is a prerequisite. For all other ADMS courses, AP/ADMS 1000 3.00 may be taken concurrently (corequisite) with the first ADMS course(s) taken.

For students with a prior degree in business-related programs, AP/ADMS 1000 3.00 is waived as a prerequisite for administrative studies courses. Students must replace the course with three credits in administrative studies.

The following notes apply to the Honours **BAS** and **BAS** programs:

### Notes:

1. These courses will not count toward the fulfillment of the 18 credits outside the major.  
AP/PHIL 3570 3.00 Ethics of Administration  
HH/PSYC 3570 3.00 Organizational Psychology
2. 4000-level courses are open only to students in the Honours program who have completed a minimum of 78 credits, except for certain courses included within certificates where there is a C+ grade requirement on prerequisite courses. Any student may take these courses provided requirements are met.
3. Students are recommended to consider, when choosing their 18 required credits outside the major, the following courses in related disciplines through the School of Public Policy and Administration: AP/PPAS 1110 3.00 and AP/PPAS 2110 3.00.
4. Faculty of Liberal Arts and Professional Studies courses are recognized towards certification in a number of professional programs.
5. Students of professional associations should note that degree requirements must be followed. Those who wish to combine a degree and professional designation or otherwise take courses at the Faculty of Liberal Arts and Professional Studies, in accordance with Faculty requirements, are advised to obtain full details from the organizations involved which include:  
Appraisal Institute of Canada (Ontario)  
Canadian College of Health Service Executives  
Canadian Institute of Marketing  
Canadian Institute of Traffic and Transportation  
Chartered Professional Accountants (CPA) Ontario  
Credit Union Institute of Canada  
Financial Planning Standards Council  
Human Resources Professionals Associations of Ontario  
Information Systems Audit and Control Association (ISACA)

## School of Administrative Studies

Students prior to entering the **BCom** are required to have completed one 4U mathematics MHF4U (Advanced Functions), or the equivalent.

AP/ADMS 1000 3.00, Introduction to Administrative Studies must be successfully completed prior to taking a course for which it is a prerequisite. For all other ADMS courses, AP/ADMS 1000 3.00 may be taken concurrently (corequisite) with the first ADMS course(s) taken.

For students with a prior degree in business-related programs, AP/ADMS 1000 3.00 is waived as a prerequisite for administrative studies courses. Students must replace the course with three credits in administrative studies.

The following notes apply to the Honours **BCom** and **BCom** programs:

### Notes:

1. These courses will not count toward the fulfillment of the 18 credits outside the major.  
AP/PHIL 3570 3.00 Ethics of Administration  
HH/PSYC 3570 3.00 Organizational Psychology
2. 4000-level courses are open only to students in the Honours program who have completed a minimum of 78 credits, except for certain courses included within certificates where there is a C+ grade requirement on prerequisite courses. Any student may take these courses provided requirements are met.
3. Students are recommended to consider, when choosing their 18 required credits outside the major, the following courses in related disciplines through the School of Public Policy and Administration: AP/PPAS 1110 3.00 and AP/PPAS 2110 3.00.
4. Faculty of Liberal Arts and Professional Studies courses are recognized towards certification in a number of professional programs.
5. Students of professional associations should note that degree requirements must be followed. Those who wish to combine a degree and professional designation or otherwise take courses at the Faculty of Liberal Arts and Professional Studies, in accordance with Faculty requirements, are advised to obtain full details from the organizations involved which include:  
Appraisal Institute of Canada (Ontario)  
Canadian College of Health Service Executives  
Canadian Institute of Marketing  
Canadian Institute of Traffic and Transportation  
Chartered Professional Accountants (CPA) Ontario  
Credit Union Institute of Canada  
Financial Planning Standards Council  
Human Resources Professionals Associations of Ontario  
Information Systems Audit and Control Association (ISACA)

Institute of Canadian Bankers  
Institute of Materials Management Societies  
Institute of Municipal Assessors of Ontario  
Ontario Association of Certified Engineering Technicians and Technologists  
Purchasing Management Association of Canada  
Real Estate Institute of Canada (Toronto Chapter)  
Supply Chain & Logistics Canada (SCL)  
The Insurance Institute of Ontario

### Specialized Honours ~~BAS~~: 120 Credits

There are at present seven streams in the Specialized Honours ~~BAS~~ program. The prerequisites and requirements appear below.

Students prior to entering the ~~BAS~~ are required to have completed one 4U mathematics, MHF4U (Advanced Functions) or the equivalent.

**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 (pass) at least 120 credits which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.00 and a major grade point average of at least 5.50.

**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:** 78 credits including:

(i) Required Honours standard core courses: 45 credits including:

- AP/ADMS 1000 3.00;
- AP/ADMS 1010 3.00;
- AP/ECON 1000 3.00;
- AP/ECON 1010 3.00;
- AP/ADMS 2200 3.00;
- AP/ADMS 2320 3.00;
- AP/ADMS 2400 3.00;
- AP/ADMS 2500 3.00;
- AP/ADMS 2510 3.00;
- AP/ADMS 2511 3.00;

Institute of Canadian Bankers  
Institute of Materials Management Societies  
Institute of Municipal Assessors of Ontario  
Ontario Association of Certified Engineering Technicians and Technologists  
Purchasing Management Association of Canada  
Real Estate Institute of Canada (Toronto Chapter)  
Supply Chain & Logistics Canada (SCL)  
The Insurance Institute of Ontario

### Specialized Honours **BCom**: 120 Credits

There are at present seven streams in the Specialized Honours **BCom** program. The prerequisites and requirements appear below.

Students prior to entering the **BCom** are required to have completed one 4U mathematics, MHF4U (Advanced Functions) or the equivalent.

**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 (pass) at least 120 credits which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.00 and a major grade point average of at least 5.50.

**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:** 78 credits including:

(i) Required Honours standard core courses: 45 credits including:

- AP/ADMS 1000 3.00;
- AP/ADMS 1010 3.00;
- AP/ECON 1000 3.00;
- AP/ECON 1010 3.00;
- AP/ADMS 2200 3.00;
- AP/ADMS 2320 3.00;
- AP/ADMS 2400 3.00;
- AP/ADMS 2500 3.00;
- AP/ADMS 2510 3.00;
- AP/ADMS 2511 3.00;

- AP/ADMS 2610 3.00;
- AP/ADMS 3330 3.00;
- AP/ADMS 3530 3.00\*;
- AP/ADMS 3660 3.00;
- AP/ADMS 4900 3.00;

\*Students in the human resources stream may substitute any 3000 level or above ADMS course in place of [AP/ADMS 3530 3.00](#).

Students who wish to meet the requirement of CHRP certification should take [AP/HRM 3430 3.00](#) (cross-listed to: [AP/ADMS 3430 3.00](#)).

(ii) 33 additional credits at the 3000 level or above as specified in the requirements for one of the seven streams as described below. At least 18 credits in the major must be at the 4000 level.

**Upper-level credits:** at least 36 credits at the 3000 or 4000 level, including at least 18 credits at the 4000 level.

**Credits outside the major:** at least 18 credits

### Accounting Stream

- (i) The required Honours standard core 45 credits.  
 (ii) 33 additional credits as follows:

- AP/ADMS 3510 3.00;
- AP/ADMS 3520 3.00;
- AP/ADMS 3585 3.00;
- AP/ADMS 3595 3.00;
- three additional credits in ADMS at the 3000 level or above;
- AP/ADMS 4515 3.00 or AP/ADMS 4551 3.00;
- AP/ADMS 4561 3.00;
- AP/ADMS 4590 3.00;
- AP/ADMS 4510 3.00 or AP/ADMS 4520 3.00;

Six credits at the 4000 level in administrative studies to be selected from:

- AP/ADMS 4510 3.00;
- AP/ADMS 4520 3.00;
- AP/ADMS 4540 3.00;
- AP/ADMS 4552 3.00;
- AP/ADMS 4553 3.00;
- AP/ADMS 4560 3.00;
- AP/ADMS 4562 3.00;
- AP/ADMS 4563 3.00;
- AP/ADMS 4570 3.00.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

- AP/ADMS 2610 3.00;
- AP/ADMS 3330 3.00;
- AP/ADMS 3530 3.00\*;
- AP/ADMS 3660 3.00;
- AP/ADMS 4900 3.00;

\*Students in the human resources stream may substitute any 3000 level or above ADMS course in place of [AP/ADMS 3530 3.00](#).

Students who wish to meet the requirement of CHRP certification should take [AP/HRM 3430 3.00](#) (cross-listed to: [AP/ADMS 3430 3.00](#)).

(ii) 33 additional credits at the 3000 level or above as specified in the requirements for one of the seven streams as described below. At least 18 credits in the major must be at the 4000 level.

**Upper-level credits:** at least 36 credits at the 3000 or 4000 level, including at least 18 credits at the 4000 level.

**Credits outside the major:** at least 18 credits

### Accounting Stream

- (i) The required Honours standard core 45 credits.  
 (ii) 33 additional credits as follows:

- AP/ADMS 3510 3.00;
- AP/ADMS 3520 3.00;
- AP/ADMS 3585 3.00;
- AP/ADMS 3595 3.00;
- three additional credits in ADMS at the 3000 level or above;
- AP/ADMS 4515 3.00 or AP/ADMS 4551 3.00;
- AP/ADMS 4561 3.00;
- AP/ADMS 4590 3.00;
- AP/ADMS 4510 3.00 or AP/ADMS 4520 3.00;

Six credits at the 4000 level in administrative studies to be selected from:

- AP/ADMS 4510 3.00;
- AP/ADMS 4520 3.00;
- AP/ADMS 4540 3.00;
- AP/ADMS 4552 3.00;
- AP/ADMS 4553 3.00;
- AP/ADMS 4560 3.00;
- AP/ADMS 4562 3.00;
- AP/ADMS 4563 3.00;
- AP/ADMS 4570 3.00.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### **Business Research Stream**

- (i) The required Honours standard core 45 credits.  
(ii) 33 additional credits as follows:
- AP/ADMS 3300 3.00;
  - AP/ADMS 3352 3.00 (cross-listed to: AP/ECON 3130 3.00);
  - AP/ADMS 4250 3.00;
  - AP/ADMS 4260 3.00;
  - AP/ADMS 4265 3.00;
  - AP/ADMS 4300 3.00;
  - AP/ADMS 4370 3.00;
  - 12 additional credits at the 3000 level or above in administrative studies.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### **Finance Stream**

- (i) The required Honours standard core 45 credits.  
(ii) 33 additional credits as follows:
- AP/ADMS 3531 3.00;
  - AP/ADMS 3541 3.00;
  - one of: AP/ADMS 4501 3.00, AP/ADMS 4540 3.00;

At least 12 credits chosen from the following:

- AP/ADMS 4501 3.00;
- AP/ADMS 4502 3.00;
- AP/ADMS 4503 3.00;
- AP/ADMS 4504 3.00;
- AP/ADMS 4505 3.00;
- AP/ADMS 4506 3.00;
- AP/ADMS 4507 3.00;
- AP/ADMS 4535 3.00;
- AP/ADMS 4536 3.00;
- AP/ADMS 4540 3.00;
- AP/ADMS 4541 3.00;
- AP/ADMS 4542 3.00;

12 additional credits at the 3000 level or above in administrative studies.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### **Human Resources Management Stream**

- (i) The required Honours standard core 45 credits.  
(ii) 33 additional credits as follows:
- AP/HRM 2600 3.00 (cross-listed to: AP/ADMS 2600 3.00);
  - AP/HRM 3400 3.00 (cross-listed to: AP/ADMS 3400 3.00, HH/HLST 3240 3.00);

### **Business Research Stream**

- (i) The required Honours standard core 45 credits.  
(ii) 33 additional credits as follows:
- AP/ADMS 3300 3.00;
  - AP/ADMS 3352 3.00 (cross-listed to: AP/ECON 3130 3.00);
  - AP/ADMS 4250 3.00;
  - AP/ADMS 4260 3.00;
  - AP/ADMS 4265 3.00;
  - AP/ADMS 4300 3.00;
  - AP/ADMS 4370 3.00;
  - 12 additional credits at the 3000 level or above in administrative studies.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### **Finance Stream**

- (i) The required Honours standard core 45 credits.  
(ii) 33 additional credits as follows:
- AP/ADMS 3531 3.00;
  - AP/ADMS 3541 3.00;
  - one of: AP/ADMS 4501 3.00, AP/ADMS 4540 3.00;

At least 12 credits chosen from the following:

- AP/ADMS 4501 3.00;
- AP/ADMS 4502 3.00;
- AP/ADMS 4503 3.00;
- AP/ADMS 4504 3.00;
- AP/ADMS 4505 3.00;
- AP/ADMS 4506 3.00;
- AP/ADMS 4507 3.00;
- AP/ADMS 4535 3.00;
- AP/ADMS 4536 3.00;
- AP/ADMS 4540 3.00;
- AP/ADMS 4541 3.00;
- AP/ADMS 4542 3.00;

12 additional credits at the 3000 level or above in administrative studies.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### **Human Resources Management Stream**

- (i) The required Honours standard core 45 credits.  
(ii) 33 additional credits as follows:
- AP/HRM 2600 3.00 (cross-listed to: AP/ADMS 2600 3.00);
  - AP/HRM 3400 3.00 (cross-listed to: AP/ADMS 3400 3.00, HH/HLST 3240 3.00);

- AP/HRM 3410 3.00 (cross-listed to: AP/ADMS 3410 3.00);
- AP/HRM 3422 3.00 (cross-listed to: AP/ADMS 3422 3.00);
- AP/HRM 3470 3.00 (cross-listed to: AP/ADMS 3470 3.00);
- AP/HRM 3490 3.00 (cross-listed to: AP/ADMS 3490 3.00):

15 credits at the 4000 level in administrative studies chosen from:

- AP/ADMS 4010 3.00;
- AP/ADMS 4370 3.00;
- AP/ADMS 4444 3.00 (cross-listed to: AP/HRM 4444 3.00);
- AP/ADMS 4910 3.00;
- AP/HRM 4050 3.00 (cross-listed to: AP/ADMS 4050 3.00);
- AP/HRM 4410 3.00 (cross-listed to: AP/ADMS 4410 3.00);
- AP/HRM 4420 3.00 (cross-listed to: AP/ADMS 4420 3.00);
- AP/HRM 4430 3.00 (cross-listed to: AP/ADMS 4430 3.00);
- AP/HRM 4440 3.00 (cross-listed to: AP/ADMS 4440 3.00);
- AP/HRM 4460 3.00 (cross-listed to: AP/ADMS 4460 3.00);
- AP/HRM 4470 3.00 (cross-listed to: AP/ADMS 4470 3.00);
- AP/HRM 4480 3.00 (cross-listed to: AP/ADMS 4480 3.00);
- AP/HRM 4481 3.00 (cross-listed to: AP/ADMS 4481 3.00);
- AP/HRM 4485 3.00 (cross-listed to: AP/ADMS 4485 3.00);
- AP/HRM 4490 3.00 (cross-listed to: AP/ADMS 4490 3.00);
- AP/HRM 4495 3.00 (cross-listed to: AP/ADMS 4495 3.00).

**Notes:**

1. Courses outside the major that may be of interest to human resources management students are: AP/ECON 3590 3.00, AP/ECON 3259 6.00, AP/ECON 3620 3.00, AP/ECON 3790 3.00, AP/ITEC 1010 3.00, HH/NURS 3770 3.00, AP/PHIL 3020 3.00, AP/POLS 3415 6.00, HH/PSYC 2120 3.00, HH/PSYC 2130 3.00, HH/PSYC 2210 3.00, HH/PSYC 2230 3.00, HH/PSYC 3410 3.00, HH/PSYC 3420 3.00, HH/PSYC 3540 3.00, AP/SOCI 2030 6.00, AP/SOCI 3480 6.00, AP/SOCI 3680 3.00 (cross-listed to: AP/MIST 3680 6.00), AP/MIST 3580 3.00, AP/GL/GWST 3510 6.00 (cross-listed to: AP/SOSC 3130 6.00, GL/WKST 3610 6.00), AP/SOCI 3414 6.00.
2. Under the certification process, HRP AO requires an average of 70 per cent with the lowest

- AP/HRM 3410 3.00 (cross-listed to: AP/ADMS 3410 3.00);
- AP/HRM 3422 3.00 (cross-listed to: AP/ADMS 3422 3.00);
- AP/HRM 3470 3.00 (cross-listed to: AP/ADMS 3470 3.00);
- AP/HRM 3490 3.00 (cross-listed to: AP/ADMS 3490 3.00):

15 credits at the 4000 level in administrative studies chosen from:

- AP/ADMS 4010 3.00;
- AP/ADMS 4370 3.00;
- AP/ADMS 4444 3.00 (cross-listed to: AP/HRM 4444 3.00);
- AP/ADMS 4910 3.00;
- AP/HRM 4050 3.00 (cross-listed to: AP/ADMS 4050 3.00);
- AP/HRM 4410 3.00 (cross-listed to: AP/ADMS 4410 3.00);
- AP/HRM 4420 3.00 (cross-listed to: AP/ADMS 4420 3.00);
- AP/HRM 4430 3.00 (cross-listed to: AP/ADMS 4430 3.00);
- AP/HRM 4440 3.00 (cross-listed to: AP/ADMS 4440 3.00);
- AP/HRM 4460 3.00 (cross-listed to: AP/ADMS 4460 3.00);
- AP/HRM 4470 3.00 (cross-listed to: AP/ADMS 4470 3.00);
- AP/HRM 4480 3.00 (cross-listed to: AP/ADMS 4480 3.00);
- AP/HRM 4481 3.00 (cross-listed to: AP/ADMS 4481 3.00);
- AP/HRM 4485 3.00 (cross-listed to: AP/ADMS 4485 3.00);
- AP/HRM 4490 3.00 (cross-listed to: AP/ADMS 4490 3.00);
- AP/HRM 4495 3.00 (cross-listed to: AP/ADMS 4495 3.00).

**Notes:**

1. Courses outside the major that may be of interest to human resources management students are: AP/ECON 3590 3.00, AP/ECON 3259 6.00, AP/ECON 3620 3.00, AP/ECON 3790 3.00, AP/ITEC 1010 3.00, HH/NURS 3770 3.00, AP/PHIL 3020 3.00, AP/POLS 3415 6.00, HH/PSYC 2120 3.00, HH/PSYC 2130 3.00, HH/PSYC 2210 3.00, HH/PSYC 2230 3.00, HH/PSYC 3410 3.00, HH/PSYC 3420 3.00, HH/PSYC 3540 3.00, AP/SOCI 2030 6.00, AP/SOCI 3480 6.00, AP/SOCI 3680 3.00 (cross-listed to: AP/MIST 3680 6.00), AP/MIST 3580 3.00, AP/GL/GWST 3510 6.00 (cross-listed to: AP/SOSC 3130 6.00, GL/WKST 3610 6.00), AP/SOCI 3414 6.00.
2. Under the certification process, HRP AO requires an average of 70 per cent with the lowest

acceptable grade in any required course of 65 per cent.

3. Students must complete at least 18 credits at the 4000 level in the major.

### Management Stream

- (i) The required Honours standard core 45 credits.
- (ii) 33 additional credits as follows:
- AP/ADMS 3930 3.00;
  - AP/ADMS 4010 3.00;
  - AP/ADMS 4910 3.00;
- (iii) nine additional credits selected from the following:
- AP/ADMS 3300 3.00;
  - AP/ADMS 3960 3.00;
  - AP/ADMS 4421 3.00
  - AP/ADMS 4444 3.00 (cross-listed to: AP/HRM 4444 3.00);
  - AP/ADMS 4940 3.00;
  - AP/HRM 4495 3.00 (cross-listed to: AP/ADMS 4495 3.00);
- (iv) 15 additional credits selected from AP/ADMS 3000 and 4000 level courses.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### Management Science Stream

- (i) The required Honours standard core 45 credits.
- (ii) 33 additional credits as follows:
- Nine credits:
- AP/ADMS 3300 3.00;
  - AP/ADMS 3331 3.00;
  - AP/ADMS 3351 3.00 (cross-listed to: AP/ECON 3120 3.00);
- 18 additional credits selected from the following:
- AP/ADMS 3345 3.00;
  - AP/ADMS 3350 3.00;
  - AP/ADMS 3352 3.00 (cross-listed to: AP/ECON 3130 3.00);
  - AP/ADMS 3353 3.00;
  - AP/ADMS 3360 3.00;
  - AP/ADMS 4300 3.00;
  - AP/ADMS 4331 3.00;
  - AP/ADMS 4333 3.00;

acceptable grade in any required course of 65 per cent.

3. Students must complete at least 18 credits at the 4000 level in the major.

### Management Stream

- (i) The required Honours standard core 45 credits.
- (ii) 33 additional credits as follows:
- AP/ADMS 3930 3.00;
  - AP/ADMS 4010 3.00;
  - AP/ADMS 4910 3.00;
- (iii) nine additional credits selected from the following:
- AP/ADMS 3300 3.00;
  - AP/ADMS 3960 3.00;
  - AP/ADMS 4421 3.00
  - AP/ADMS 4444 3.00 (cross-listed to: AP/HRM 4444 3.00);
  - AP/ADMS 4940 3.00;
  - AP/HRM 4495 3.00 (cross-listed to: AP/ADMS 4495 3.00);
- (iv) 15 additional credits selected from AP/ADMS 3000 and 4000 level courses.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### Management Science Stream

- (i) The required Honours standard core 45 credits.
- (ii) 33 additional credits as follows:
- Nine credits:
- AP/ADMS 3300 3.00;
  - AP/ADMS 3331 3.00;
  - AP/ADMS 3351 3.00 (cross-listed to: AP/ECON 3120 3.00);
- 18 additional credits selected from the following:
- AP/ADMS 3345 3.00;
  - AP/ADMS 3350 3.00;
  - AP/ADMS 3352 3.00 (cross-listed to: AP/ECON 3130 3.00);
  - AP/ADMS 3353 3.00;
  - AP/ADMS 3360 3.00;
  - AP/ADMS 4300 3.00;
  - AP/ADMS 4331 3.00;
  - AP/ADMS 4333 3.00;

- AP/ADMS 4340 3.00;
- AP/ADMS 4345 3.00;
- AP/ADMS 4353 3.00;
- AP/ADMS 4360 3.00;
- AP/ADMS 4370 3.00.

An additional six credits at the 4000 level in administrative studies. This may include courses not previously taken from the list above.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### Marketing Stream

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

- AP/ADMS 3210 3.00;
- AP/ADMS 3220 3.00;
- AP/ADMS 4250 3.00;
- AP/ADMS 4260 3.00;
- 15 additional credits in marketing to be chosen from any AP/ADMS marketing course (starting with the numbers 32 or 42);
- six additional credits from any 4000-level administrative studies courses.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### ~~BAS~~: 90 Credits

Students prior to entering the ~~BAS~~ are required to have completed 4U mathematics, MHF4U (Advanced Functions) or the equivalent.

**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 (pass) at least 90 credits which meet the Faculty's degree and program requirements. The cumulative grade point average for must be at least 5.00 and the major grade point average 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

- AP/ADMS 4340 3.00;
- AP/ADMS 4345 3.00;
- AP/ADMS 4353 3.00;
- AP/ADMS 4360 3.00;
- AP/ADMS 4370 3.00.

An additional six credits at the 4000 level in administrative studies. This may include courses not previously taken from the list above.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### Marketing Stream

(i) The required Honours standard core 45 credits.

(ii) 33 additional credits as follows:

- AP/ADMS 3210 3.00;
- AP/ADMS 3220 3.00;
- AP/ADMS 4250 3.00;
- AP/ADMS 4260 3.00;
- 15 additional credits in marketing to be chosen from any AP/ADMS marketing course (starting with the numbers 32 or 42);
- six additional credits from any 4000-level administrative studies courses.

**Note:** students must complete at least 18 credits at the 4000 level in the major.

### BCom: 90 Credits

Students prior to entering the BCom are required to have completed 4U mathematics, MHF4U (Advanced Functions) or the equivalent.

**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 (pass) at least 90 credits which meet the Faculty's degree and program requirements. The cumulative grade point average for must be at least 5.00 and the major grade point average 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:** 51 credits including:

(i) Required core courses: 42 credits including:

- AP/ADMS 1000 3.00;
- AP/ADMS 1010 3.00;
- AP/ECON 1000 3.00;
- AP/ECON 1010 3.00;
- AP/ADMS 2200 3.00;
- AP/ADMS 2320 3.00;
- AP/ADMS 2400 3.00;
- AP/ADMS 2500 3.00;
- AP/ADMS 2510 3.00;
- AP/ADMS 2511 3.00;
- AP/ADMS 2610 3.00;
- AP/ADMS 3330 3.00;
- AP/ADMS 3530 3.00;
- AP/ADMS 3900 3.00 or AP/ADMS 3920 3.00;
- 

(ii) 9 additional administrative studies credits at the 3000 level or above.

**Upper-level credits:** at least 18 credits at the 3000 or 4000 level.

**Credits outside the major:** at least 18 credits.

**Course Substitutes**

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

Program Course	Course Substitutes
AP/ADMS 2600 3.00 (cross-listed to: AP/HRM 2600 3.00)	AP/ADMS 3480 3.00
AP/ADMS 3530 3.00	AP/ECON 4400 3.00
AP/ADMS 4540 3.00	AP/ECON 4410 3.00

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:** 51 credits including:

(i) Required core courses: 42 credits including:

- AP/ADMS 1000 3.00;
- AP/ADMS 1010 3.00;
- AP/ECON 1000 3.00;
- AP/ECON 1010 3.00;
- AP/ADMS 2200 3.00;
- AP/ADMS 2320 3.00;
- AP/ADMS 2400 3.00;
- AP/ADMS 2500 3.00;
- AP/ADMS 2510 3.00;
- AP/ADMS 2511 3.00;
- AP/ADMS 2610 3.00;
- AP/ADMS 3330 3.00;
- AP/ADMS 3530 3.00;
- AP/ADMS 3900 3.00 or AP/ADMS 3920 3.00;
- 

(ii) 9 additional administrative studies credits at the 3000 level or above.

**Upper-level credits:** at least 18 credits at the 3000 or 4000 level.

**Credits outside the major:** at least 18 credits.

**Course Substitutes**

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

Program Course	Course Substitutes
AP/ADMS 2600 3.00 (cross-listed to: AP/HRM 2600 3.00)	AP/ADMS 3480 3.00
AP/ADMS 3530 3.00	AP/ECON 4400 3.00
AP/ADMS 4540 3.00	AP/ECON 4410 3.00

<b>Program notes for BAS ITEC courses:</b> the following chart refers only to courses completed prior to entry to the <b>BAS</b> program.		<b>Program notes for <u>BCom</u> ITEC courses:</b> the following chart refers only to courses completed prior to entry to the <u>BCom</u> program.	
<b>BAS ITEC program course</b>	<b>BAS ITEC program course substitutes if completed prior to entering the program</b>	<u>BCom</u> ITEC program course	<u>BCom</u> ITEC program course substitutes if completed prior to entering the program
AP/ITEC 1620 3.00	LE/EECS 1020 3.00	AP/ITEC 1620 3.00	LE/EECS 1020 3.00
AP/ITEC 2620 3.00	LE/EECS 1030 3.00	AP/ITEC 2620 3.00	LE/EECS 1030 3.00
AP/ITEC 3220 3.00	LE/EECS 3421 3.00	AP/ITEC 3220 3.00	LE/EECS 3421 3.00
AP/ITEC 3230 3.00	LE/EECS 3461 3.00	AP/ITEC 3230 3.00	LE/EECS 3461 3.00
AP/ITEC 1000 3.00	Students who have successfully completed EECS courses prior to entering the program may replace ITEC 1000 3.00 with any EECS course that has already been used towards the fulfillment of another requirement. Should no course remain, students may replace ITEC 1000 3.00 with any ITEC course not specifically required for completion of the major core.	AP/ITEC 1000 3.00	Students who have successfully completed EECS courses prior to entering the program may replace ITEC 1000 3.00 with any EECS course that has already been used towards the fulfillment of another requirement. Should no course remain, students may replace ITEC 1000 3.00 with any ITEC course not specifically required for completion of the major core.
SC/MATH 2320 3.00 and SC/MATH 2565 3.00	SC/MATH 1550 6.00 completed prior to entering the program.	SC/MATH 2320 3.00 and SC/MATH 2565 3.00	SC/MATH 1550 6.00 completed prior to entering the program.
SC/MATH 2565 3.00	SC/MATH 2560 3.00, SC/MATH 2570 3.00, SC/MATH 1131 3.00 completed prior to entering the program.	SC/MATH 2565 3.00	SC/MATH 2560 3.00, SC/MATH 2570 3.00, SC/MATH 1131 3.00 completed prior to entering the program.
<b>Program notes for BAS:</b> the following chart refers only to courses completed prior to entry to the <b>BAS</b> program.		<b>Program notes for <u>BCom</u>:</b> the following chart refers only to courses completed prior to entry to the <u>BCom</u> program.	
<b>BAS Program course</b>	<b>BAS course substitutes for Schulich courses complete prior to entering the program</b>	<u>BCom</u> Program course	<u>BCom</u> course substitutes for Schulich courses complete prior to entering the program
AP/ADMS 1000 3.00	SB/MGMT 1000 3.00	AP/ADMS 1000 3.00	SB/MGMT 1000 3.00
AP/ADMS 1010 3.00	SB/MGMT 1010 3.00	AP/ADMS 1010 3.00	SB/MGMT 1010 3.00
AP/ADMS 2200 3.00	SB/MKTG 2030 3.00	AP/ADMS 2200 3.00	SB/MKTG 2030 3.00
AP/ADMS 2320 3.00	SB/OMIS 1000 3.00	AP/ADMS 2320 3.00	SB/OMIS 1000 3.00
AP/ADMS 2400 3.00	SB/ORGS 1000 3.00 and SB/ORGS 2010 3.00	AP/ADMS 2400 3.00	SB/ORGS 1000 3.00 and SB/ORGS 2010 3.00
AP/ADMS 2500 3.00	SB/ACTG 2010 3.00 and SB/ACTG 2011 3.00	AP/ADMS 2500 3.00	SB/ACTG 2010 3.00 and SB/ACTG 2011 3.00
AP/ADMS 2510 3.00	SB/ACTG 2020 3.00	AP/ADMS 2510 3.00	SB/ACTG 2020 3.00

AP/ADMS 2511 3.00	SB/OMIS 4710 3.00	AP/ADMS 2511 3.00	SB/OMIS 4710 3.00
AP/ADMS 2610 3.00 (updated 08/13)	SB/MGMT 3100 3.00	AP/ADMS 2610 3.00 (updated 08/13)	SB/MGMT 3100 3.00
AP/ADMS 3210 3.00 (previously ADMS 4220 3.00)	SB/MKTG 4150 3.00	AP/ADMS 3210 3.00 (previously ADMS 4220 3.00)	SB/MKTG 4150 3.00
AP/ADMS 3330 3.00	SB/OMIS 2010 3.00 and SB/MGMT 2000 3.00(prior to F2012)	AP/ADMS 3330 3.00	SB/OMIS 2010 3.00 and SB/MGMT 2000 3.00(prior to F2012)
AP/ADMS 3510 3.00	SB/ACTG 4400 3.00	AP/ADMS 3510 3.00	SB/ACTG 4400 3.00
AP/ADMS 3520 3.00	SB/ACTG 4710 3.00	AP/ADMS 3520 3.00	SB/ACTG 4710 3.00
AP/ADMS 3530 3.00	SB/FINE 2000 3.00	AP/ADMS 3530 3.00	SB/FINE 2000 3.00
AP/ADMS 3531 3.00	SB/FINE 3200 3.00	AP/ADMS 3531 3.00	SB/FINE 3200 3.00
AP/ADMS 3541 3.00	SB/FINE 4050 3.00	AP/ADMS 3541 3.00	SB/FINE 4050 3.00
AP/ADMS 3585 3.00	SB/ACTG 3110 3.00	AP/ADMS 3585 3.00	SB/ACTG 3110 3.00
AP/ADMS 3595 3.00	SB/ACTG 3120 3.00	AP/ADMS 3595 3.00	SB/ACTG 3120 3.00
AP/ADMS 3660 3.00	SB/MGMT 1040 3.00	AP/ADMS 3660 3.00	SB/MGMT 1040 3.00
AP/ADMS 3920 3.00	SB/ENTR 4600 3.00	AP/ADMS 3920 3.00	SB/ENTR 4600 3.00
AP/ADMS 3960 3.00	SB/IBUS 3100 3.00	AP/ADMS 3960 3.00	SB/IBUS 3100 3.00
AP/ADMS 42XX 3.00 (marketing stream only)	SB/MKTG 4320 3.00	AP/ADMS 42XX 3.00 (marketing stream only)	SB/MKTG 4320 3.00
AP/ADMS 42XX 3.00 (marketing stream only)	SB/MKTG 4321 3.00	AP/ADMS 42XX 3.00 (marketing stream only)	SB/MKTG 4321 3.00
AP/ADMS 4210 3.00	SB/MKTG 4400 3.00	AP/ADMS 4210 3.00	SB/MKTG 4400 3.00
AP/ADMS 4225 3.00	SB/MKTG 4250 3.00	AP/ADMS 4225 3.00	SB/MKTG 4250 3.00
AP/ADMS 4240 3.00	SB/MKTG 4100 3.00	AP/ADMS 4240 3.00	SB/MKTG 4100 3.00
AP/ADMS 4245 3.00	SB/MKTG 4560 3.00	AP/ADMS 4245 3.00	SB/MKTG 4560 3.00
AP/ADMS 4260 3.00	SB/MKTG 3100 3.00	AP/ADMS 4260 3.00	SB/MKTG 3100 3.00
AP/ADMS 4285 3.00	SB/MKTG 4550 3.00	AP/ADMS 4285 3.00	SB/MKTG 4550 3.00
AP/ADMS 4503 3.00	SB/FINE 4800 3.00	AP/ADMS 4503 3.00	SB/FINE 4800 3.00
AP/ADMS 4510 3.00	SB/ACTG 4200 3.00	AP/ADMS 4510 3.00	SB/ACTG 4200 3.00
AP/ADMS 4520 3.00	SB/ACTG 4160 3.00	AP/ADMS 4520 3.00	SB/ACTG 4160 3.00
AP/ADMS 4540 3.00	SB/FINE 3100 3.00	AP/ADMS 4540 3.00	SB/FINE 3100 3.00
AP/ADMS 4542 3.00	SB/FINE 4400 3.00	AP/ADMS 4542 3.00	SB/FINE 4400 3.00
AP/ADMS 4551 3.00	SB/ACTG 4600 3.00	AP/ADMS 4551 3.00	SB/ACTG 4600 3.00
AP/ADMS 4552 3.00	SB/ACTG 4620 3.00	AP/ADMS 4552 3.00	SB/ACTG 4620 3.00
AP/ADMS 4553 3.00	SB/ACTG 4610 3.00	AP/ADMS 4553 3.00	SB/ACTG 4610 3.00
AP/ADMS 4562 3.00	SB/ACTG 4720 3.00	AP/ADMS 4562 3.00	SB/ACTG 4720 3.00
AP/ADMS 4570 3.00	SB/ACTG 4450 3.00	AP/ADMS 4570 3.00	SB/ACTG 4450 3.00
AP/ADMS 4900 3.00 and must replace AP/ADMS 3900 3.00 with another 3000 or 4000 level ADMS course	SB/SGMT 3000 3.00	AP/ADMS 4900 3.00 and must replace AP/ADMS 3900 3.00 with another 3000 or 4000 level ADMS course	SB/SGMT 3000 3.00

**School of Information Technology/School of Administrative Studies**

**Note:** students should refer to the Courses of Instruction section of information technology course prerequisites. Students prior to entering the **BAS** ITEC are required to have completed one 4U high school mathematics course or the equivalent within the last five years.

**General prerequisites for all 3000 level or above courses:** students must have successfully completed all 1000 and 2000 level required courses in information technology and mathematics required for their program option.  
Student must obtain a minimum grade of C in either AP/ITEC 2610 3.00 or AP/ITEC 3010 3.00 in order to graduate.

Specialized Honours **BAS**: 120 Credits

**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 (pass) at least 120 credits which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.00 and a major grade point average of at least 5.50.

**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) Core: 60 credits including:

45 credits as follows:

- AP/ADMS 1000 3.00;
- AP/ADMS 2500 3.00;
- AP/ADMS 2510 3.00;
- AP/ADMS 2511 3.00;
- AP/ITEC 1000 3.00;
- AP/ITEC 1010 3.00;
- AP/ITEC 1620 3.00 or LE/EECS 1020 3.00;
- AP/ITEC 2610 3.00;
- AP/ITEC 3010 3.00;
- AP/ITEC 3210 3.00;
- AP/ITEC 3220 3.00 or LE/EECS 3421 3.00;
- AP/ITEC 4010 3.00;
- AP/ITEC 4030 3.00;

**School of Information Technology/School of Administrative Studies**

**Note:** students should refer to the Courses of Instruction section of information technology course prerequisites. Students prior to entering the **BCom** ITEC are required to have completed one 4U high school mathematics course or the equivalent within the last five years.

**General prerequisites for all 3000 level or above courses:** students must have successfully completed all 1000 and 2000 level required courses in information technology and mathematics required for their program option.  
Student must obtain a minimum grade of C in either AP/ITEC 2610 3.00 or AP/ITEC 3010 3.00 in order to graduate.

Specialized Honours **BCom**: 120 Credits

**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 (pass) at least 120 credits which meet the Faculty's degree and program requirements with a cumulative grade point average of at least 5.00 and a major grade point average of at least 5.50.

**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) Core: 60 credits including:

45 credits as follows:

- AP/ADMS 1000 3.00;
- AP/ADMS 2500 3.00;
- AP/ADMS 2510 3.00;
- AP/ADMS 2511 3.00;
- AP/ITEC 1000 3.00;
- AP/ITEC 1010 3.00;
- AP/ITEC 1620 3.00 or LE/EECS 1020 3.00;
- AP/ITEC 2610 3.00;
- AP/ITEC 3010 3.00;
- AP/ITEC 3210 3.00;
- AP/ITEC 3220 3.00 or LE/EECS 3421 3.00;
- AP/ITEC 4010 3.00;
- AP/ITEC 4030 3.00;

- AP/ITEC 4040 3.00;
- SC/MATH 1190 3.00.

Six credits as follows:

- AP/ADMS 2320 3.00 and AP/ADMS 3330 3.00; or SC/MATH 2320 3.00 and SC/MATH 2565 3.00; or AP/ECON 2500 3.00 and AP/ECON 3480 3.00;

Nine additional credits in ITEC or ADMS from:

- AP/ADMS 2200 3.00;
- AP/ADMS 2400 3.00;
- AP/HRM 2600 3.00 (cross-listed to: AP/ADMS 2600 3.00);
- AP/ITEC 2210 3.00;
- AP/ITEC 2620 3.00;
- AP/ITEC 3020 3.00;
- AP/ITEC 3230 3.00;
- AP/ITEC 3030 3.00;
- AP/ITEC 3500 3.00;
- AP/ITEC 3505 3.00;
- AP/ITEC 4000 3.00;
- AP/ITEC 4100 3.00;
- AP/ITEC 4101 3.00;
- AP/ITEC 4230 3.00.

**Notes:**

1. ITEC 3500 is a mandatory course in the information technology auditing and assurance stream, ITEC 3020 and ITEC 3230 are mandatory courses in the e-commerce development stream and ITEC 4101 is a mandatory course in the business systems analysis stream.
2. At least 18 credits in the major must be at the 4000 level.

(ii) Stream: an additional 15 credits from one of the following streams:

**Information Technology Auditing and Assurance Stream**

- AP/ITEC 3500 3.00
- AP/ADMS 3521 3.00;
- AP/ADMS 4515 3.00;
- AP/ADMS 4517 3.00;
- AP/ADMS 4518 3.00.

**E-Commerce Development Stream**

- AP/ITEC 3020 3.00;
- AP/ITEC 3230 3.00;
- AP/ITEC 4020 3.00;
- AP/ITEC 4220 3.00;
- AP/ITEC 4305 3.00.

- AP/ITEC 4040 3.00;
- SC/MATH 1190 3.00.

Six credits as follows:

- AP/ADMS 2320 3.00 and AP/ADMS 3330 3.00; or SC/MATH 2320 3.00 and SC/MATH 2565 3.00; or AP/ECON 2500 3.00 and AP/ECON 3480 3.00;

Nine additional credits in ITEC or ADMS from:

- AP/ADMS 2200 3.00;
- AP/ADMS 2400 3.00;
- AP/HRM 2600 3.00 (cross-listed to: AP/ADMS 2600 3.00);
- AP/ITEC 2210 3.00;
- AP/ITEC 2620 3.00;
- AP/ITEC 3020 3.00;
- AP/ITEC 3230 3.00;
- AP/ITEC 3030 3.00;
- AP/ITEC 3500 3.00;
- AP/ITEC 3505 3.00;
- AP/ITEC 4000 3.00;
- AP/ITEC 4100 3.00;
- AP/ITEC 4101 3.00;
- AP/ITEC 4230 3.00.

**Notes:**

1. ITEC 3500 is a mandatory course in the information technology auditing and assurance stream, ITEC 3020 and ITEC 3230 are mandatory courses in the e-commerce development stream and ITEC 4101 is a mandatory course in the business systems analysis stream.
2. At least 18 credits in the major must be at the 4000 level.

(ii) Stream: an additional 15 credits from one of the following streams:

**Information Technology Auditing and Assurance Stream**

- AP/ITEC 3500 3.00
- AP/ADMS 3521 3.00;
- AP/ADMS 4515 3.00;
- AP/ADMS 4517 3.00;
- AP/ADMS 4518 3.00.

**E-Commerce Development Stream**

- AP/ITEC 3020 3.00;
- AP/ITEC 3230 3.00;
- AP/ITEC 4020 3.00;
- AP/ITEC 4220 3.00;
- AP/ITEC 4305 3.00.

<p><b>Business Systems Analysis Stream</b></p> <ul style="list-style-type: none"> <li>• AP/ADMS 3502 3.00;</li> <li>• AP/ADMS 3521 3.00;</li> <li>• AP/ADMS 4511 3.00;</li> <li>• AP/ADMS 4900 3.00;</li> <li>• AP/ITEC 4101 3.00.</li> </ul> <p><b>Upper-level credits:</b> at least 36 credits at the 3000 or 4000 level, including at least 18 credits at the 4000 level.</p> <p><b>Credits outside the major (ADMS and ITEC):</b> at least 18 credits including AP/ECON 1000 3.00 and AP/ECON 1010 3.00 and AP/WRIT 3988 3.00 or AP/WRIT 39890 3.00.</p>	<p><b>Business Systems Analysis Stream</b></p> <ul style="list-style-type: none"> <li>• AP/ADMS 3502 3.00;</li> <li>• AP/ADMS 3521 3.00;</li> <li>• AP/ADMS 4511 3.00;</li> <li>• AP/ADMS 4900 3.00;</li> <li>• AP/ITEC 4101 3.00.</li> </ul> <p><b>Upper-level credits:</b> at least 36 credits at the 3000 or 4000 level, including at least 18 credits at the 4000 level.</p> <p><b>Credits outside the major (ADMS and ITEC):</b> at least 18 credits including AP/ECON 1000 3.00 and AP/ECON 1010 3.00 and AP/WRIT 3988 3.00 or AP/WRIT 39890 3.00.</p>
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## APPENDIX A

### Petitioning York University Board of Governors & Senate

#### Change the name of the Bachelor of Administrative Studies ("BAS") degree program to Bachelor of Commerce ("BCom").

[Charles Dreezer](#) Toronto, Canada

The new name will increase the value of the degree because:

1. The new name will be better recognized by potential employers both in Canada and abroad.
2. The new name will better represent the academic content of the BAS degree program.
3. The new name will assist the school in student recruitment efforts.
4. The new name will be better aligned with terminology applied at other universities for similar programs.

Alumni should also be allowed to change their BAS degrees to BCom degrees.

Kindly share the link to this petition!

[www.tinyurl.com/BAS2BCOM](http://www.tinyurl.com/BAS2BCOM)

Like the page on facebook!

<https://www.facebook.com/BAS2BCom>

Link available at: <https://www.change.org/p/change-the-name-of-the-bachelor-of-administrative-studies-bas-degree-program-to-bachelor-of-commerce-bcom>

Sample Comments:

Impact on prospective students:

*I am signing because I am interested in this program and the name alone makes me scared to apply. The name makes it seem like I want to apply to a lower level degree*

*BAS sounds inferior to other business programs provided by other universities. Grade 12 students have no idea what BAS means and are hesitant to take it.*

*I'm signing because everytime I say I have a bachelors in administrative studies, people think I went to school to be a secretary and do administrative work. It's embarrassing.*

*To call my degree something people understand that I do not have to explain.*

*People always ask me, why don't you get a Bcom at Ryerson or another school.*

Effects on job searches:

*Everyone keeps asking me what a BAS is and I constantly have to explain.*

*I want to have my degree been recognized easy by my prospective employer.*

*I ALWAYS get the same confused face from people when I tell them what my degree is called. It should be a BBA or BCom; these are the accepted names in our society. No recruitment manger will take the time to find out what a BAS entails. This is a needed change.*

*BAS is not recognizable for employers we sound like secretaries. Please change the name for the sake of our future.*

Lack of clarity in the name to convey the content of the degree and knowledge acquired:

*It makes so much sense. No one recognizes what BAS is. Might as well call ABC.*

*So people can recognize my degree and that I have as much business knowledge as any other business student. BAS faces many stereotypical comments. BCom would be a better option.*

*I want a degree that is offered and recognized by other people in business. A BComm is much better though with many people taking this degree. I want to be able to get a job and I think changing the name of this degree will help.*

*I'm signing because the title reflects the content of the course. It would be much preferred to say I have a Bcom. instead of saying I have a BAS and having to explain what it is.*

Impact on York's reputation:

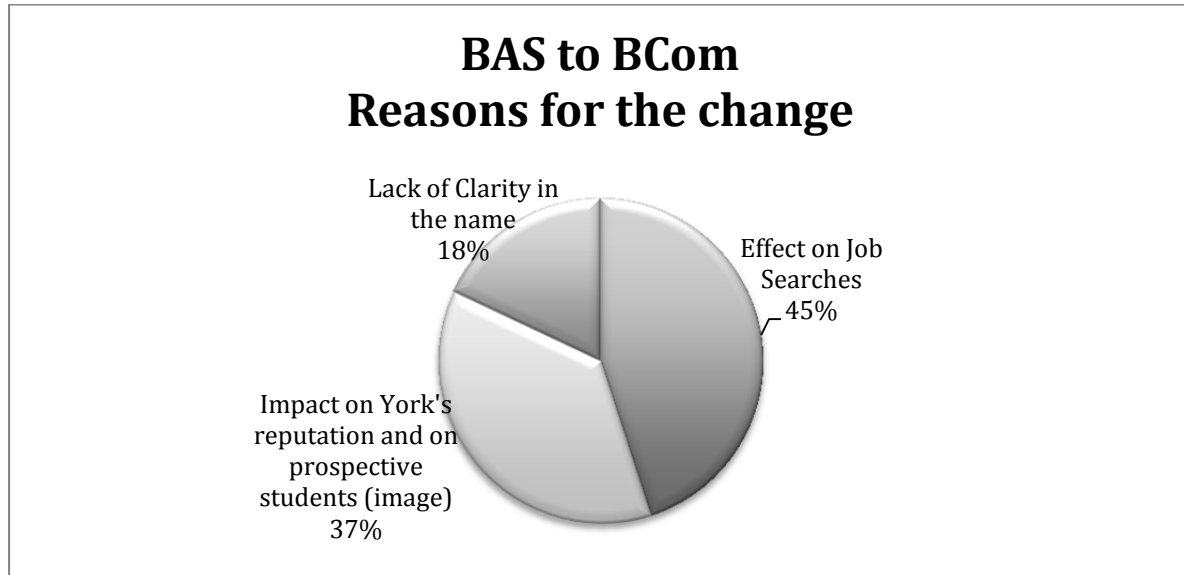
*This is important to me because I want to ensure my education investment is equally recognized relative to other universities. Currently most business programs come under a Bachelor of Commerce. I also believe that if York University wants to remain competitive as an educational leader this is a crucial change as people are starting to understand the importance of their Bachelor's "title".*

*Using the current appropriate title of BCom will demonstrate that York is offering current business educational content to their students, thus keeping us competitive with BCom graduates from other schools.*

*B.Comm is a more recognizable and reputable degree title, many employers do not recognize what a "BAS" is..more importantly, University of Toronto's BCom is more competitive than York's BAS, so this puts York graduates at a disadvantage for jobs even though they took similar courses to complete their degree requirement.*



**APPENDIX B**  
**Summary of Student Responses to the Student Petition**



This chart represents a summary of all comments received to the student petition.

## APPENDIX C

Article appeared in the Excalibur, York University's Community Newspaper on January 6<sup>th</sup> 2016.

BoG and Senate feel the pinch to change the name of BAS program to BCom

Petitioning York University Board of Governors & Senate

Change the name of the Bachelor of Administrative Studies ("BAS") degree program to Bachelor of Commerce ("BCom").

**PETITION**

Charles Dreezer Toronto, Canada

The new name will increase the value of the degree because:

1. The new name will be better recognized by potential employers both in Canada and abroad.

**Sign this petition**

2,361 supporters

2,639 needed to reach 5,000

York's Senate and Board of Governors are being petitioned to change the name of the Bachelor of Administrative Studies to a Bachelor of Commerce degree, this time, with higher hopes for success. The BAS is a business program, part of the School of Administrative Studies. However, many students find that the "BAS" name does not appropriately represent the business program, therefore they desire a name change to BCom, which they believe is more fitting. A major issue brought up by supporters of the petition is that the current name of the program is confusing and is not recognizable to employers.

"If you're submitting your CV online, it gets instantly binned because they have search algorithms these days that look for keywords," says Charles Dreezer, who started the petition on Change.org. The name change is also very important for alumni of the program who are currently in the job market, he adds.

*"One of the key things we've been pushing for since the beginning of the petition is that if the name does change we want alumni to be able to retroactively elect to use the BCom name instead of a BAS."*

Dreezer started the petition with Pritesh Patel, both alumni of the BAS program. They started out with pen and paper but soon realized how an online petition would be more efficient, leading them to use Change.org.

After speaking in many lecture halls and leveraging social media, the petition started to take off and currently holds 2,360 supporters.

According to Dreezer, the School of Administrative Studies has formally approved of the name change and the Liberal Arts and Professional Studies faculty is also in support of the change, taking the matter to Senate.

“In the senate portion of it all, of the different faculties [that] get to have a say in it ... they had tried it in the past, but really Schulich blocked it because it wasn’t really in their interest.”

Schulich did not respond in time for publication.

Dreezer is confident the name change will be a success and says, “The petition is not so consequential at this point, it’s just a matter of when this is going to happen.”

*Excalibur* contacted the LAPS student government to see how people are reacting to the petition.

*“A fair number of students want to see the BAS degree changed to a BCom degree,” says Dalubuhle Ndlovu, SCOLAPS executive and student senator.*

“We are looking to put these matters forward at the next faculty council and Senate meeting.”

The provost and the dean have had an opportunity to discuss the student petition for changing the name of the BAS degree to a BCom degree, says Joanne Rider, media relations.

“As it happens, this proposal is already part of the planning for the delivery of the program at the new Markham campus.”

“However, understanding the significant interest on the part of the students currently enrolled in the BAS program, the faculty intends to begin work with the School of Administrative Studies on a proposal for a nomenclature change this year,” says Rider.

“The community will be updated as work on this proposal progresses.”

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Tahseen Mia, Contributor

## APPENDIX D

### BCom Programs in Canada and Abroad

The proposed name is consistent with the names of similar programs offered at other universities in Ontario and Canada while maintaining the distinction with other business degrees offered at York. The following BComs were offered in the year 2002 when this same proposal was aborted by York University:

1. ATHABASCA UNIVERSITY <http://business.athabascau.ca/undergraduate-programs/bachelor-of-commerce-overview/>
2. CARLETON UNIVERSITY <https://admissions.carleton.ca/programs/commerce/>
3. CONCORDIA UNIVERSITY <http://www.concordia.ca/academics/degrees/bachelor-of-commerce.html>
4. DALHOUSIE UNIVERSITY <http://www.dal.ca/faculty/management/rsb/current-students/bachelor-of-commerce.html>
5. MCGILL UNIVERSITY <https://www.mcgill.ca/desautels/programs/bcom>
6. MCMASTER UNIVERSITY <http://ug.degroote.mcmaster.ca/academic-programs/>
7. MEMORIAL UNIVERSITY <http://www.mun.ca/regoff/calendar/sectionNo=BUSI-0775>
8. QUEEN'S UNIVERSITY <https://smith.queensu.ca/bcom/>
9. SAINT MARY'S UNIVERSITY <http://www.smu.ca/academics/sobey/sobey-bachelor-of-commerce.html>
10. UNIVERSITY OF ALBERTA <https://business.ualberta.ca/programs/bachelor-of-commerce>
11. UNIVERSITY OF BRITISH COLUMBIA [http://www.sauder.ubc.ca/Programs/Bachelor\\_of\\_Commerce](http://www.sauder.ubc.ca/Programs/Bachelor_of_Commerce)
12. UNIVERSITY OF CALGARY <http://www.ucalgary.ca/degreeguide/business/comm>
13. UNIVERSITY OF MANITOBA <http://umanitoba.ca/student/admissions/programs/business-generalist.html>
14. UNIVERSITY OF OTTAWA <http://www.telfer.uottawa.ca/bcom/en/>
15. UNIVERSITY OF SASKATCHEWAN <http://www.edwards.usask.ca/programs/undergrad/index.aspx>
16. UNIVERSITY OF TORONTO <http://rotmancommerce.utoronto.ca/futurestudents/our-program/> and also <https://www.utm.utoronto.ca/commerce-and-management>
17. UNIVERSITY OF VICTORIA <https://www.uvic.ca/gustavson/undergraduate/index.php>
18. UNIVERSITY OF WINDSOR  
<http://web4.uwindsor.ca/units/registrar/calendars/undergraduate/cur.nsf/982f0e5f06b5c9a285256d6e006cff78/707f9ea44eb0258c85257362006077a2!OpenDocument>

Since then new universities have adopted the BCom name while York remained with the BAS:

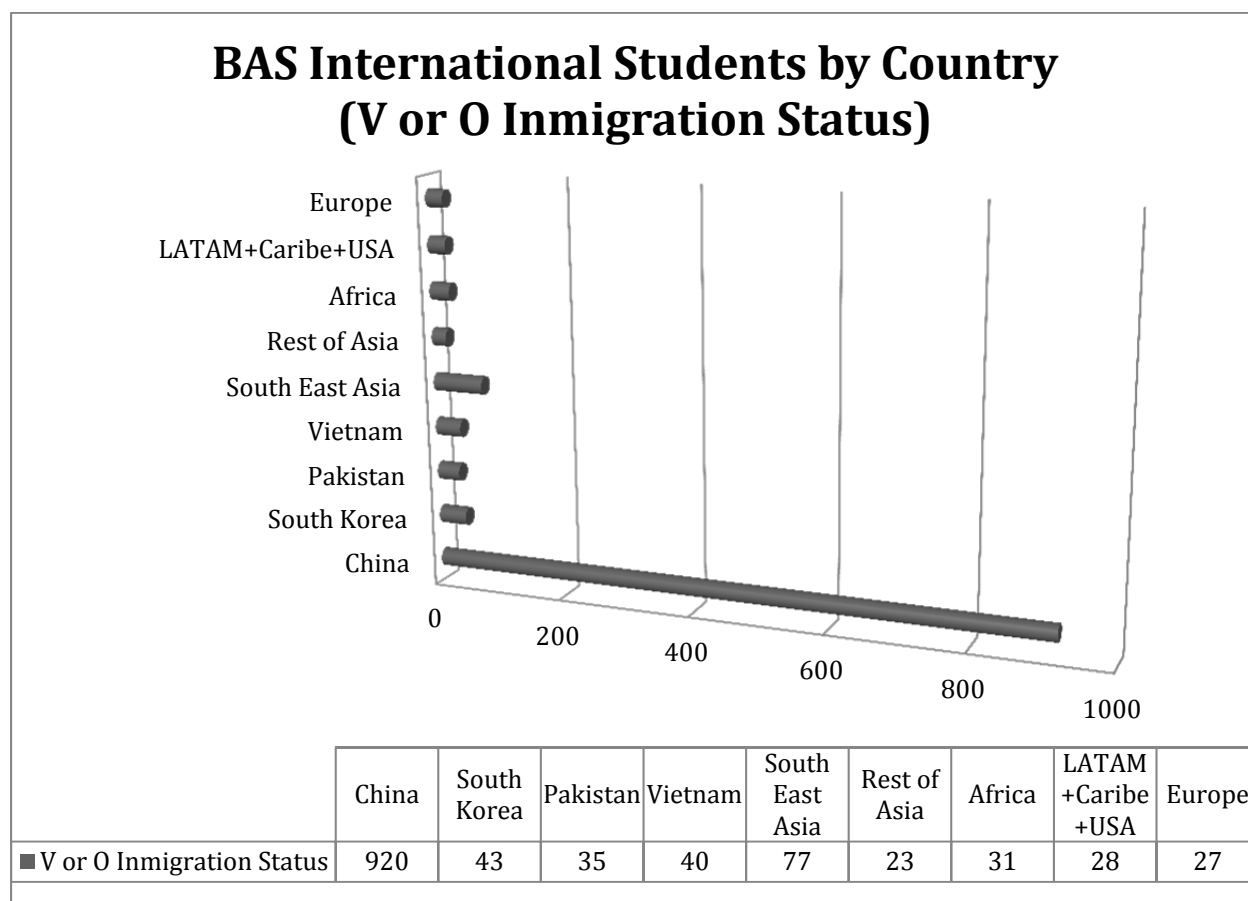
1. LAURENTIAN UNIVERSITY <https://laurentian.ca/program/commerce-online>
2. MACEWAN University <http://www.macewan.ca/wcm/SchoolsFaculties/Business/Programs/BachelorofCommerce/>
3. MOUNT ALLISON UNIVERSITY <https://www.mta.ca/degrees/commerce/>
4. NIPPISSING UNIVERSITY <http://www.nipissingu.ca/academics/faculties/applied-professional/school-of-business/programs-courses/Pages/Online-BComm-Program.aspx>
5. ROYAL ROADS UNIVERSITY <http://www.royalroads.ca/prospective-students/bachelor-commerce-entrepreneurial-management/24-month-online-bcom>
6. RYERSON UNIVERSITY <http://www.ryerson.ca/undergraduate/admission/programs/business.html>
7. THOMPSON RIVERS UNIVERSITY <http://www.tru.ca/distance/programs/business-management/bachelor-of-commerce.html>
8. UNIVERSITY OF GUELPH <https://admission.uoguelph.ca/bcom>
9. UNIVERSITY CANADA WEST <https://ucanwest.ca/undergraduate/bachelor-of-commerce>
10. UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY  
<http://businessandit.uoit.ca/undergraduate/bachelor-of-commerce/index.php>

The program name change is also consistent with programs names outside Canada, which is of particular importance in this case because almost 25% of York international students are currently enrolled in this program. The key countries upon which we draw international students are: China, Pakistan, Vietnam and South Korea (see the graph for details of BAS international students as of December 2015. Although the list is not exhaustive, it illustrates that many of the universities which our student population would be familiar with use the BCom name.

A short sample list includes the following:

- University of New South Wales (Australia)
- University of Queensland (Australia)
- University of Canterbury (New Zealand)
- Chinese University of Hong Kong
- Hong Kong Baptist University
- University of Wollongong in Dubai
- Varsity College (South Africa)
- Jain University (India)
- The Bhopal School of Social Sciences, Bhopal (India)
- Mangalayatan University, Aligarh (India)

Note: some institutions use BCom while others use BComm. The trend is to adopt BCom for 3 and 4 years degrees (regular and honours) so this proposal uses BCom.



## APPENDIX E

### Current BAS Degree-Level Expectations to become BCom Degree-Level Expectations

	<p><b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i></p>	<p><b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i></p>	<p><b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>  <i>Only the courses managed by the School of Administrative Studies are included</i></p>
<p><b>1. Depth and Breadth of Knowledge</b>  <b>BAS Ordinary (90 credits)</b></p>	<p>Demonstrate a grasp of theory and law relevant to core and support areas such as business environment, marketing, finance, operations, accounting, human resources management, information systems and commercial law, and management studies including strategic management and organizational behavior.</p>	<p>Show a basic understanding of subject matter related to marketing, statistics, financial accounting, management accounting, finance, economics, information systems, strategic management, and organizational behaviour.</p> <p>Show an understanding and ability to apply the subject matter in hypothetical situations.</p> <p>Quote information with theoretical application.</p> <p>Discuss information with practical application.</p> <p>Identify issues, evaluate strengths and weaknesses of alternative solutions, and make recommendations in business policy decisions.</p> <p>Demonstrate a basic understanding of</p>	<p>ADMS1000: Assessments are designed to test students' knowledge of the basic ideas and concepts of business.</p> <p>ADMS1010: Assessments are designed to test students' knowledge of basic ideas of the business environment in Canada principally.</p> <p>ADMS2200: Assessments include a formal midterm, final exam, group work project involving written reports and presentations, individual assignment, and smaller group assignments. These assessments test factual and applied knowledge of marketing in Canada and International markets, and how marketers apply that knowledge to the market planning process.</p> <p>ADMS2320: Homework cases test students' ability to apply basic statistics to business situations. Exams and quizzes test the fundamentals of statistics including descriptive statistics, basic probability theory, hypothesis testing, and simple linear regression.</p> <p>ADMS2400 midterm exam examines students' understanding of theoretical concepts and models related to organizational behaviour and their ability to apply them to their own work/life experiences and to case studies used in class. The final exam tests students' ability to apply and integrate the different theories and concepts covered throughout the term to real life situations through more complex case studies.</p> <p>ADMS2500: This course is the first course in financial accounting and represents a steep learning curve for students that never had been exposed to accounting in high school or college. The course has quizzes, mid terms and a final exam designed to test the knowledge of the mechanics of accounting as well as the application of core concepts and techniques. The course also has a term project designed to provide students a hands on experience in recording transactions to generate financial statements of a complex case, analysis the financial statements of a public company and operating with an accounting software.</p>



		business practices	<p>ADMS2510: mid terms test knowledge of theories and tools as well as their application to problems. Final exam designed to test the same as mid terms plus application of knowledge to real business situations through a short case.</p> <p>ADMS2511: midterms and final examinations ask students to explain theory and provide examples linked to case situations; students are also asked to provide advantages and disadvantages of different types of information systems or to apply these to a case situation; students use practice questions to apply theory. Theory includes methodologies such as systems development processes, risk management processes, and management decision-making.</p> <p>ADMS2610: Mid term tests knowledge and students' grasp of legal principles as well as their application to short problems. Final exam designed to test knowledge and grasp of legal principles through their application to several business cases.</p> <p>ADMS3330 Exams and quizzes test the basic understanding of the subject matter, such as optimization and multiple linear regression, and their applications in hypothetical situations and assignments and cases test the more involved data analysis and their applications to basic business problems.</p> <p>ADMS3530: Students are introduced to the principles of finance by using midterm and final examinations to test understanding of theory and application of theory. Problem-solving assignments are used to increase the complexity of the application of the key concepts which include the time value of money and the relationship between expected return and risk. Specific topics covered include: time value of money, valuation of financial securities (stocks and bonds), choice of new projects to undertake (i.e. capital budgeting) and determination of appropriate discount rates and working capital management.</p> <p>ADMS3660: Mid term tests knowledge and students' grasp of ethical theories and concepts as well as their application to short cases. Final assignment consists of applying the theories and tools through a detailed case analysis.</p> <p>ADMS4900 - midterm examines understanding of theoretical concepts and models related to strategic management. Group work and final exam test ability to apply and integrate theories and concepts to real situations through case study.</p> <p>Students must complete either ADMS 3900 or ADMS 3920 to meet Ordinary degree</p>
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		<p>requirements (not required for honours):</p> <p>ADMS 3900 This experiential learning course assesses the students individually and within workgroups on their ability to form effective workgroups, and apply sound managerial and strategic planning principles to design, build and operate a simulated hotel in Northern Ontario in a competitive environment. Assessment instruments include an individually completed examination of their knowledge of requisite theoretical content, two major group prepared strategic planning and implementation documents and a reflective submission at the end of the course.</p> <p>ADMS 3920 The theory and practice of entrepreneurship and the functional aspects of small business management are explored by way of lectures and text readings and students are tested by way of a comprehensive exam. Students undertake a review of the academic literature on a select special topic and submit a formal written paper (individual assignment of approximately 10 pages). Finally, as the major piece of work, students, working individually or in small groups, develop a comprehensive business plan for a new venture that integrates strategic and functional area considerations. Classroom participation is also considered.</p>	
<p><b>1. Depth and Breadth of Knowledge</b></p> <p><b>BAS Honours (120 credits)</b></p>	See Appendix I	<p>Show a developed knowledge of subject matter related to marketing, statistics, financial accounting, management accounting, finance, economics, information systems, strategic management, organizational behaviour and ethics.</p> <p>Show an understanding and ability to apply the subject matter in hypothetical situations.</p> <p>Apply the subject matter in real situations.</p> <p>Assess the subject matter critically and analytically.</p> <p>Develop their own principles and models useful in business.</p> <p>Quote information with theoretical application.</p> <p>Discuss information with practical application.</p> <p>Identify issues, evaluate strengths and weaknesses of alternative solutions and make recommendations in business policy decisions.</p>	See Appendix II



	<b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i>	<b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i>	<b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>  <i>Only the courses managed by the School of Administrative Studies are included</i>
<b>2. Knowledge of Methodologies</b>  <b>BAS Ordinary (90 credits)</b>	Demonstrate a grasp of theory, law and technically based skills relevant to core and support areas such as business environment, marketing, finance, operations, accounting, human resources management, information systems and commercial law, and management studies including strategic management and organizational behavior.	Show an understanding and ability to apply the subject matter in real life and simulated situations.  Assess and evaluate the experience and learn from it.  Show an awareness of theories.  Show an understanding of the syntheses and integration of practical concepts into life and work.  Demonstrate an understanding of the visible application of theory in everyday situations.	ADMS1000: Assessments are designed to test students' knowledge of the basic tools used to understand organizations.  ADMS1010: Assessments are designed to test students' knowledge of the basic tools used to understand the Canadian business environment.  ADMS2200: Assessments include a formal midterm, final exam, group work project involving written reports and presentations, individual assignment, and smaller group assignments. These assessments test a student's understanding of methodologies as they relate to marketing and the student's ability to apply these methodologies to real life and simulated situations.  ADMS2320: Homework cases test students' ability to apply basic statistics to business situations. Exams and quizzes test the fundamentals of statistics including descriptive statistics, basic probability theory, hypothesis testing, and simple linear regression. Awareness of the theory to be used in any given scenario, understanding the theory and providing policy suggestions are critical in all the above evaluation components.  ADMS2400 midterm exam examines students' understanding of theoretical concepts and models related to organizational behaviour and their ability to apply them to their own work/life experiences and to case studies used in class. The final exam tests students' ability to apply and integrate the different theories and concepts covered throughout the term to real life situations through more complex case studies.  ADMS2500: This course is the first course in financial accounting and represents a steep learning curve for students that never had been exposed to accounting in high school or college. The course has quizzes, mid terms and a final exam designed to test the knowledge of the mechanics of accounting as well as the application of core concepts and techniques. The course also has a term project designed to provide students a hands on experience in recording transactions to generate financial statements of a complex case, analysis the

		<p>financial statements of a public company and operating with an accounting software.</p> <p>ADMS2510: mid terms test knowledge of theories and tools as well as their application to problems. Final exam designed to test the same as mid terms plus application of knowledge to real business situations through a short case.</p> <p>ADMS2511: midterms and final examinations ask students to explain theory and provide examples linked to case situations; students are also asked to provide advantages and disadvantages of different types of information systems or to apply these to a case situation; students use practice questions to apply theory. Theory includes methodologies such as systems development processes, risk management processes, and management decision-making.</p> <p>ADMS2610: Mid term tests knowledge of legal principles as well as their application to short problems. Final exam designed to test knowledge of legal principles through their application to several business cases.</p> <p>ADMS3330: Exams and quizzes test the basic knowledge of the subject matter, such as optimization and multiple linear regression, and understanding of visible applications of theory; assignments and cases test the understanding of application of theory to simulated realistic situations.</p> <p>ADMS3530: Students are introduced to the principles of finance by using midterm and final examinations to test understanding of theory and application of theory. Problem-solving assignments are used to increase the complexity of the application of the key concepts which include the time value of money and the relationship between expected return and risk. Specific topics covered include: time value of money, valuation of financial securities (stocks and bonds), choice of new projects to undertake (i.e. capital budgeting) and determination of appropriate discount rates and working capital management.</p> <p>ADMS3660: Mid term tests knowledge of ethical theories and concepts as well as their application to short cases. Final assignment consists of applying the theories and tools through a detailed case analysis.</p> <p>ADMS4900 - midterm examines understanding of theoretical concepts and models related to strategic management. Group work and final exam test ability to apply and integrate theories and concepts to real situations through case study.</p>
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			<p>Students must complete either ADMS 3900 or ADMS 3920 to meet Ordinary degree requirements (not required for honours):</p> <p>ADMS 3900 This experiential learning course assesses the students individually and within workgroups on their ability to form effective workgroups, and apply sound managerial and strategic planning principles to design, build and operate a simulated hotel in Northern Ontario in a competitive environment. Assessment instruments include an individually completed examination of their knowledge of requisite theoretical content, two major group prepared strategic planning and implementation documents and a reflective submission at the end of the course.</p> <p>ADMS 3920 The theory and practice of entrepreneurship and the functional aspects of small business management are explored by way of lectures and text readings and students are tested by way of a comprehensive exam. Students undertake a review of the academic literature on a select special topic and submit a formal written paper (individual assignment of approximately 10 pages). Finally, as the major piece of work, students, working individually or in small groups, develop a comprehensive business plan for a new venture that integrates strategic and functional area considerations. Classroom participation is also considered.</p>
<p><b>2.</b> <b>Knowledge of Methodologies</b>  <b>BAS Honours (120 credits)</b></p>	<p>See Appendix I</p>	<p>Apply the subject matter in real-life complex situations.  Show an understanding of the syntheses and integration of practical concepts into life and work.  Demonstrate an understanding of the visible application of theory in everyday situations.  Exhibit involvement in organizational change.  Monitor and assess organizational impacts and changes, and show ongoing personal theoretical development.</p>	<p>See Appendix II</p>

	<b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i>	<b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i>	<b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>  <i>Only the courses managed by the School of Administrative Studies are included</i>
<b>3. Application of Knowledge</b>  <b>BAS Ordinary (90 credits)</b>	Demonstrate a grasp of theory, law and technically based skills relevant to core and support areas such as business environment, marketing, finance, operations, accounting, human resources management, information systems and commercial law, and management studies including strategic management and organizational behavior.	Show a basic understanding of critical-thinking frameworks. <sup>1</sup> Demonstrate critical thinking in most situations. Provide and exhibit critical thinking skills to complex tasks and multi-faceted projects. Use knowledge and personal impact to create change.	ADMS1000: Assessments are designed to test how students apply theories to real organizations.  ADMS1010: Assessments are designed to test how students apply theories to Canadian organizations.  ADMS2200: Assessments include a formal midterm, final exam, group work project involving written reports and presentations, individual assignment, and smaller group assignments. These assessments test the student's ability to think critically in relation to marketing projects and situations.  ADMS2320: Homework cases test students' ability to apply basic statistics to business situations. Exams test the fundamentals of statistics and their application to real life scenarios through mini-cases.  ADMS2400 midterm exam examines students' understanding of theoretical concepts and models related to organizational behaviour and their ability to apply them to their own work/life experiences and to case studies used in class . The final exam tests students' ability to apply and integrate the different theories and concepts covered throughout the term to real life situations through more complex case studies  ADMS2500: This course is the first course in financial accounting and represents a steep learning curve for students that never had been exposed to accounting in high school or college. The course has quizzes, mid terms and a final exam designed to test the knowledge

<sup>1</sup> Critical thinkers seek information and read and listen carefully. They ask good questions and analyze, critique, evaluate, synthesize evidence objectively before developing alternatives and making conclusions. People who consistently think critically try to be innovative and make a difference. They try to live rationally, reasonably and empathically and work diligently to develop the virtues of integrity, humility, civility, empathy, and justice.



		<p>of the mechanics of accounting as well as the application of core concepts and techniques. The course also has a term project designed to provide students a hands on experience in recording transactions to generate financial statements of a complex case, analysis the financial statements of a public company and operating with an accounting software.</p> <p>ADMS2510: mid terms test knowledge of theories and tools as well as their application to problems. Final exam designed to test the same as mid terms plus application of knowledge to real business situations through a short case.</p> <p>ADMS2511: midterms and final examinations ask students to explain theory and provide examples linked to case situations; students are also asked to provide advantages and disadvantages of different types of information systems or to apply these to a case situation; students use practice questions to apply theory. Theory includes methodologies such as systems development processes, risk management processes, and management decision-making.</p> <p>ADMS2610: Mid term tests knowledge and students' grasp of legal principles as well as their application to short problems. Final exam designed to test knowledge and grasp of legal principles through their application to several business cases.</p> <p>ADMS3330: Exams and quizzes test demonstration of critical thinking in simple business problems and assignments and cases test critical thinking in more complex tasks.</p> <p>ADMS3530: Students are introduced to the principles of finance by using midterm and final examinations to test understanding of theory and application of theory. Problem-solving assignments are used to increase the complexity of the application of the key concepts which include the time value of money and the relationship between expected return and risk. Specific topics covered include: time value of money, valuation of financial securities (stocks and bonds), choice of new projects to undertake (i.e. capital budgeting) and determination of appropriate discount rates and working capital management.</p> <p>ADMS3660: Mid term tests knowledge and students' grasp of ethical theories and concepts as well as their application to short cases. Final assignment consists of applying the theories and tools through a detailed case analysis.</p> <p>ADMS4900 - midterm examines understanding of theoretical concepts and models related to strategic management. Group work and final exam test ability to apply and integrate theories and concepts to real situations through case study.</p>
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			<p>Students must complete either ADMS 3900 or ADMS 3920 to meet Ordinary degree requirements (not required for honours):</p> <p>ADMS 3900 This experiential learning course assesses the students individually and within workgroups on their ability to form effective workgroups, and apply sound managerial and strategic planning principles to design, build and operate a simulated hotel in Northern Ontario in a competitive environment. Assessment instruments include an individually completed examination of their knowledge of requisite theoretical content, two major group prepared strategic planning and implementation documents and a reflective submission at the end of the course.</p> <p>ADMS 3920 The theory and practice of entrepreneurship and the functional aspects of small business management are explored by way of lectures and text readings and students are tested by way of a comprehensive exam. Students undertake a review of the academic literature on a select special topic and submit a formal written paper (individual assignment of approximately 10 pages). Finally, as the major piece of work, students, working individually or in small groups, develop a comprehensive business plan for a new venture that integrates strategic and functional area considerations. Classroom participation is also considered.</p>
<p><b>3. Application of Knowledge</b></p> <p><b>BAS Honours (120 credits)</b></p>	<p>See Appendix I</p>	<p>Provide a leadership role in coaching others.  Show a basic understanding of critical-thinking frameworks.  Demonstrate critical thinking in most situations.  Provide and exhibit critical thinking to complex tasks and multi-faceted projects.  Use knowledge and personal impact to create change.</p>	<p>See Appendix II</p>



	<b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i>	<b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i>	<b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>  <i>Only the courses managed by the School of Administrative Studies are included</i>
<b>4. Communication Skills</b>  <b>BAS Ordinary (90 credits)</b>	Demonstrate a grasp of theory, law and technically based skills relevant to core and support areas such as business environment, marketing, finance, operations, accounting, human resources management, information systems and commercial law, and management studies including strategic management and organizational behavior.	Work creatively in a team environment, demonstrating team commitment, communicating constructively, listening actively, sharing willingly, and showing flexibility and influencing other team members to do the same. Demonstrates peer-to-peer learning and collaboration Perform in a formal team leadership role, beyond work responsibilities, in the community. Exhibit basic written and interpersonal competencies. Show competent, consistent performance in communication. Use computers and communications media appropriately at a basic level.	ADMS1000: Assessments are designed to test how students can communicate in writing their understanding of basic features of organizations.  ADMS1010: Assessments are designed to test how students can communicate in writing their understanding of basic features of Canadian organizations.  ADMS2200: Assessments include a group work project involving written reports and presentations, and smaller group assignments. These assessments test how a student communicates within a team environment, their leadership skills, and their written and oral communication skills.  ADMS2320: Assignments that are composed of cases test students' ability to apply basic statistics to business situations and allow them to work in groups showing planning and organizing skills where they need to demonstrate their communication skills in great depths. The assignments are expected to be in a business report format allowing students improve their basic writing competencies.  ADMS2400 midterm exam examines students' understanding of theoretical concepts and models related to organizational behaviour and their ability to apply them to their own work/life experiences and to case studies used in class. The final exam tests students' ability to apply and integrate the different theories and concepts covered throughout the term to real life situations through more complex case studies.  ADMS2500: This course is the first course in financial accounting and represents a steep learning curve for students that never had been exposed to accounting in high school or college. The course has quizzes, mid terms and a final exam designed to test the knowledge of the mechanics of accounting as well as the application of core concepts and techniques. The course also has a term project designed to provide

		<p>Recognize the implications of cyberspace use.</p> <p>Employ complex and innovative electronic media capacities to invent novel applications of in business and commercial settings.</p> <p>Inspire and encourage others in business and commercial to use and develop applications.</p>	<p>students a hands on experience in recording transactions to generate financial statements of a complex case, analysis the financial statements of a public company and operating with an accounting software.</p> <p>ADMS2510: mid terms test knowledge of theories and tools as well as their application to problems. Final exam designed to test the same as mid terms plus application of knowledge to real business situations through a short case.</p> <p>ADMS2511: midterms and final examinations ask students to explain theory and provide examples linked to case situations; students are also asked to provide advantages and disadvantages of different types of information systems or to apply these to a case situation; students use practice questions to apply theory. Theory includes methodologies such as systems development processes, risk management processes, and management decision-making. Also, students work in groups in the classroom, analyzing practice questions and presenting answers. They also have assignments where written work is presented, and respond to case scenario questions on their examinations.</p> <p>ADMS2610: Mid term tests knowledge and students' grasp of legal principles as well as their application to short problems. Final exam designed to test knowledge and grasp of legal principles through their application to several business cases. Students are expected to form legal arguments and participate in class discussions.</p> <p>ADMS3330: Exams and quizzes test basic written competencies and cases test consistent performance in communication.</p> <p>ADMS3530: Students are introduced to the principles of finance by using midterm and final examinations to test understanding of theory and application of theory. Problem-solving assignments are used to increase the complexity of the application of the key concepts which include the time value of money and the relationship between expected return and risk. Specific topics covered include: time value of money, valuation of financial securities (stocks and bonds), choice of new projects to undertake (i.e. capital budgeting) and determination of appropriate discount rates and working capital management.</p> <p>ADMS3660: Mid term tests knowledge and students' grasp of ethical theories and concepts as well as their application to short cases. Final assignment consists of applying the theories and tools through a detailed case analysis. Students are expected</p>
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			<p>to form ethical arguments and participate in class discussions and debates.</p> <p>ADMS4900 - midterm examines understanding of theoretical concepts and models related to strategic management. Group work and final exam test ability to apply and integrate theories and concepts to real situations through case study.</p> <p>Students must complete either ADMS 3900 or ADMS 3920 to meet Ordinary degree requirements (not required for honours):</p> <p>ADMS 3900 This experiential learning course assesses the students individually and within workgroups on their ability to form effective workgroups, and apply sound managerial and strategic planning principles to design, build and operate a simulated hotel in Northern Ontario in a competitive environment. Assessment instruments include an individually completed examination of their knowledge of requisite theoretical content, two major group prepared strategic planning and implementation documents and a reflective submission at the end of the course.</p> <p>ADMS 3920 The theory and practice of entrepreneurship and the functional aspects of small business management are explored by way of lectures and text readings and students are tested by way of a comprehensive exam. Students undertake a review of the academic literature on a select special topic and submit a formal written paper (individual assignment of approximately 10 pages). Finally, as the major piece of work, students, working individually or in small groups, develop a comprehensive business plan for a new venture that integrates strategic and functional area considerations. Classroom participation is also considered.</p>
<p><b>4. Communication Skills</b></p> <p><b>BAS Honours (120 credits)</b></p>	<p>See Appendix I</p>	<p>Work creatively in a team environment, demonstrating team commitment, communicating constructively, listening actively, sharing willingly, and showing flexibility and influencing other team members to do the same.</p> <p>Demonstrates peer-to-peer learning and collaboration</p> <p>Perform in a formal team leadership role, beyond work responsibilities, in the community.</p> <p>Show exemplary communication patterns.</p> <p>Provide leadership in coaching, training and supporting others.</p> <p>Show an ability to influence people or organizations in relation to business policy.</p> <p>Use computer and communications media appropriately at a basic level.</p> <p>Recognize the implications of electronic media use.</p> <p>Employ complex and innovative electronic media capacities.</p> <p>Propose and invent novel applications of electronic media in business.</p> <p>Inspire and encourage others to use commercial applications of electronic media.</p>	<p>See Appendix II</p>

	<b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i>	<b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i>	<b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>  <i>Only the courses managed by the School of Administrative Studies are included</i>
<b>5. Awareness of Limits of Knowledge</b>  <b>BAS Ordinary (90 credits)</b>	Demonstrate a grasp of theory, law, technically based skills and ethical perspectives relevant to core and support areas such as business environment marketing, finance, operations, accounting, human resources management, information systems and commercial law, and management studies including strategic management and organizational behavior.	Demonstrate an awareness of their own adaptability. Demonstrate an awareness of situation and context adaptability. Exhibit problem-solving, leading to a list of actions. Make responsible choices among alternatives. React promptly to received continuous feedback and monitoring. Exhibit an understanding of the importance of continuous professional development	ADMS1000: Assessments are designed to show students that organizations are complex institutions shaped by a string of human decisions.  ADMS1010: Assessments are designed to show students that Canadian organizations are complex institutions shaped by a constant string of human decisions.  ADMS2200: Assessments include a formal midterm, final exam, group work project involving written reports and presentations, individual assignment, and smaller group assignments. These assessments test a student's awareness of situation and context adaptability and their problem solving capabilities as they relate to real life and simulated marketing situations.  ADMS2320: Homework cases test students' ability to apply basic statistics to business situations. Exams and quizzes test the fundamentals of statistics including descriptive statistics, basic probability theory, hypothesis testing, and simple linear regression.  ADMS2400 midterm exam examines students' understanding of theoretical concepts and models related to organizational behaviour and their ability to apply them to their own work/life experiences and to case studies used in class. The final exam tests students' ability to apply and integrate the different theories and concepts covered throughout the term to real life situations through more complex case studies.  ADMS2500: This course is the first course in financial accounting and represents a steep learning curve for students that never had been exposed to accounting in high school or college. The course has quizzes, mid terms and a final exam designed to test the knowledge of the mechanics of accounting as well as the application of core concepts and techniques. The course also has a term project designed to provide students a hands on experience in recording transactions to generate financial statements of a complex case, analysis the



		<p>financial statements of a public company and operating with an accounting software. While doing the project students realize that information in the real world is often incomplete.</p> <p>ADMS2510: mid terms test knowledge of theories and tools as well as their application to problems. Final exam designed to test the same as mid terms plus application of knowledge to real business situations through a short case.</p> <p>ADMS2511: Multiple evaluation methods enable progression through the course, i.e. assignments, in-class feedback and examinations. The Internet sections have a midterm analysis assignment that provides for detailed self-analysis and feedback of the midterm to provide guidance with respect to the studying and writing process for the examinations.</p> <p>ADMS2610: Mid term tests knowledge and students' grasp of legal principles as well as their application to short problems. Final exam designed to test knowledge and grasp of legal principles through their application to several business cases.</p> <p>ADMS3330: All testing components, in-class or take-home, test problem solving abilities and to make policy recommendations.</p> <p>ADMS3530: Students are introduced to the principles of finance by using midterm and final examinations to test understanding of theory and application of theory. Problem-solving assignments are used to increase the complexity of the application of the key concepts which include the time value of money and the relationship between expected return and risk. Specific topics covered include: time value of money, valuation of financial securities (stocks and bonds), choice of new projects to undertake (i.e. capital budgeting) and determination of appropriate discount rates and working capital management.</p> <p>ADMS3660: Mid term tests knowledge and students' grasp of ethical theories and concepts as well as their application to short cases. Final assignment consists of applying the theories and tools through a detailed case analysis.</p> <p>ADMS4900 - midterm examines understanding of theoretical concepts and models related to strategic management. Group work and final exam test ability to apply and integrate theories and concepts to real situations through case study.</p> <p>Students must complete either ADMS 3900 or ADMS 3920 to meet Ordinary degree requirements (not required for honours):</p>
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			<p>ADMS 3900 This experiential learning course assesses the students individually and within workgroups on their ability to form effective workgroups, and apply sound managerial and strategic planning principles to design, build and operate a simulated hotel in Northern Ontario in a competitive environment. Assessment instruments include an individually completed examination of their knowledge of requisite theoretical content, two major group prepared strategic planning and implementation documents and a reflective submission at the end of the course.</p> <p>ADMS 3920 The theory and practice of entrepreneurship and the functional aspects of small business management are explored by way of lectures and text readings and students are tested by way of a comprehensive exam. Students undertake a review of the academic literature on a select special topic and submit a formal written paper (individual assignment of approximately 10 pages). Finally, as the major piece of work, students, working individually or in small groups, develop a comprehensive business plan for a new venture that integrates strategic and functional area considerations. Classroom participation is also considered.</p>
<p>5. Awareness of Limits of Knowledge</p> <p>BAS Honours (120 credits)</p>	<p>See Appendix I</p>	<p>Demonstrate an awareness of their own adaptability.          Demonstrate an awareness of situation and context adaptability.          Exhibit problem-solving, leading to a list of actions.          Make responsible choices among alternatives.          React promptly to received continuous feedback and monitoring.          Demonstrate an awareness of ethical issues that relevant professional code of ethics address and the strengths and weaknesses of the code.          Exhibit an understanding of the importance of continuous professional development</p>	<p>See Appendix II</p>



	<b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i>	<b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i>	<b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>  <i>Only the courses managed by the School of Administrative Studies are included</i>
<b>6. Autonomy and Professional Capacity</b>  <b>BAS Ordinary (90 credits)</b>	Demonstrate a grasp of theory, law, technically based skills and ethical perspectives relevant to core and support areas such as business environments, marketing, finance, operations, accounting, human resources management, information systems and commercial law, and management studies including strategic management and organizational behavior.	Show basic planning, organizing and project management skills. Successfully plan personal business and a system to remain accountable about it. Provide leadership to others. Plan and organize large groups. Exhibit exemplary planning and organizing skills.	ADMS1000: Assessments require students to plan the term in advance and execute the plan accordingly.  ADMS1010: Assessments require students to plan the term in advance and execute the plan accordingly.  ADMS2200: Assessments include a formal midterm, final exam, group work project involving written reports and presentations, individual assignment, and smaller group assignments. These assessments test a student's planning and organizational skills as they relate to real life and simulated marketing situations.  ADMS2320: Assignments that are composed of cases test students' ability to apply basic statistics to business situations and allow them to work in groups showing planning and organizing skills.  ADMS2400 midterm exam examines students' understanding of theoretical concepts and models related to organizational behaviour and their ability to apply them to their own work/life experiences and to case studies used in class . The final exam tests students' ability to apply and integrate the different theories and concepts covered throughout the term to real life situations through more complex case studies  ADMS2500: This course is the first course in financial accounting and represents a steep learning curve for students that never had been exposed to accounting in high school or college. The course has quizzes, mid terms and a final exam designed to test the knowledge of the mechanics of accounting as well as the application of core concepts and techniques. The course also has a term project designed to provide students a hands on experience in recording transactions to generate financial statements of a complex case, analysis the financial statements of a public company and operating with an accounting software.  ADMS2510: mid terms test knowledge of theories and tools as well as their application to problems. Final exam designed to test the same as mid terms plus application of knowledge

		<p>to real business situations through a short case.</p> <p>ADMS2511: Multiple evaluation methods enable progression through the course, i.e. assignments, in-class feedback and examinations. The Internet sections have a midterm analysis assignment that provides for detailed self-analysis and feedback of the midterm to provide guidance with respect to the studying and writing process for the examinations.</p> <p>ADMS2610: Mid term tests knowledge and students' grasp of legal principles as well as their application to short problems. Final exam designed to test knowledge and grasp of legal principles through their application to several business cases.</p> <p>ADMS3330: Assignments and cases somewhat test planning and organizing skills.</p> <p>ADMS3530: Students are introduced to the principles of finance by using midterm and final examinations to test understanding of theory and application of theory. Problem-solving assignments are used to increase the complexity of the application of the key concepts which include the time value of money and the relationship between expected return and risk. Specific topics covered include: time value of money, valuation of financial securities (stocks and bonds), choice of new projects to undertake (i.e. capital budgeting) and determination of appropriate discount rates and working capital management.</p> <p>ADMS3660: Mid term tests knowledge and students' grasp of ethical theories and concepts as well as their application to short cases. Final assignment consists of applying the theories and tools through a detailed case analysis.</p> <p>ADMS4900 - midterm examines understanding of theoretical concepts and models related to strategic management. Group work and final exam test ability to apply and integrate theories and concepts to real situations through case study.</p> <p>Students must complete either ADMS 3900 or ADMS 3920 to meet Ordinary degree requirements (not required for honours):</p> <p>ADMS 3900 This experiential learning course assesses the students individually and within workgroups on their ability to form effective workgroups, and apply sound managerial and strategic planning principles to design, build and operate a simulated hotel in Northern Ontario in a competitive environment. Assessment instruments include an individually completed examination of their knowledge of requisite theoretical content, two major group</p>
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			<p>prepared strategic planning and implementation documents and a reflective submission at the end of the course.</p> <p>ADMS 3920 The theory and practice of entrepreneurship and the functional aspects of small business management are explored by way of lectures and text readings and students are tested by way of a comprehensive exam. Students undertake a review of the academic literature on a select special topic and submit a formal written paper (individual assignment of approximately 10 pages). Finally, as the major piece of work, students, working individually or in small groups, develop a comprehensive business plan for a new venture that integrates strategic and functional area considerations. Classroom participation is also considered.</p>
<p><b>6. Autonomy and Professional Capacity</b></p> <p><b>BAS Honours (120 credits)</b></p>	See Appendix I	<p>Exhibit exemplary planning and organizing skills both professionally and personally.</p> <p>Provide leadership to others in similar capacities of a project manager.</p> <p>Exhibit problem-solving, leading to a list of actions.</p> <p>Make responsible choices among alternatives.</p> <p>Provide continuous feedback and monitoring.</p> <p>Demonstrate an awareness of situation, context and their own creativity.</p>	See Appendix II

This program also considers the following Degree-Level expectation embedded in all the courses that students must take in order to graduate, whether mandatory or electives.

	<b>b) Program Learning Objectives</b>
<b>7. Professionalism</b>  <b>BAS Ordinary</b> <b>(90 credits)</b>	Show an understanding of problem-solving frameworks. Exhibit personal use of problem-solving approaches. Provide appropriate organizational input into problem-solving. Provide leadership. Show basic sound judgment and business behaviour. Apply knowledge of business environment, organizational structure and interests at stake in a conscious way. Demonstrate the appropriate wielding of authority and knowledge of structural capacities when working in organizations that are trying to achieve a certain goal. Apply ethical and policy considerations in business and commercial spheres. Exhibit sound, adept and advanced business and commercial practices based on structural and ethical foundations
<b>7. Professionalism</b>  <b>BAS Honours</b> <b>(120 credits)</b>	Lead or coach others in problem-solving and decision-making when working in organizations Recall basic principles of organizational structure and functions when working in organizations. Apply knowledge of organizational structure and management to accomplish business and commercial goals. Show leadership and management capacity in some situations. Assume and/or accept leadership roles appropriately.



## **Appendix I - Learning Outcome Specialized Honours**

### **BAS Honours - Accounting**

Demonstrate a grasp of theory, law, technically based skills and ethical perspectives relevant to core business areas, including marketing, statistics, financial accounting, management accounting, finance, economics, information systems, strategic management and organizational behaviour. Demonstrate an in-depth understanding and ability to apply and communicate theory, law, technically based skills and ethical perspectives in courses that meet the educational requirements of the professional bodies offering the CA, CFP, CGA and CMA designations. Demonstrate ethical values, global awareness and technological skills in identifying problems and issues as well as in making decisions related to business problems. Recognize that the body of knowledge in the field of accounting and business is continually evolving, as is the legal and regulatory environment within which accounting is performed.

### **BAS Honors – Business Research**

Demonstrate a solid foundation in general business and management practices, including the specialized knowledge in survey design, data collection and interpretation, and quantitative measure, as well as market and decision analysis.

### **BAS Honors - Finance**

Demonstrate an in-depth understanding of technical and quantitative aspects of wealth management and financial services, including the study of financial markets, financial instruments and investment decision-making, as well as the analysis of alternative methods employed by institutions and individuals to obtain, manage and use capital  
Demonstrate an in-depth understanding of the educational and professional requirement of the CFA and CFP professional associations.

### **BAS Honours - Management**

Demonstrate an in-depth understanding of macro, meso, and micro aspects of management. Exhibit clear understanding of ethical and global issues in management, and of the influence of political, social, legal, regulatory, environmental and technological issues on organizations. Demonstrate in-depth understanding of organizational behaviour and the effective management of people in organizations, including issues pertaining to diversity, motivation and leadership, amongst others. Exhibit entry-level management skills to plan, organize, direct, and control the functions and processes of an organization.

### **BAS Honours – Management Science**

Demonstrate knowledge of in depth quantitative skills, including statistical analyses and optimization methods, that are of paramount importance and defining and solving problems related to all core business areas including marketing, finance, and operations as well as many supporting areas such as accounting, management information systems, and human resources management. Also exhibit knowledge of concepts and models in operations management, project management, and supply chain management.

### **BAS Honours - Marketing**

Demonstrate knowledge and skills in identifying potential buyers of an organization's products/services/ideas and crafting marketing strategies that initiate and build exchange relationships by delivering superior value to customers in domestic and international markets. Exhibit entry-level marketing knowledge and skills for use in government, industry, private and non-profit organizations. Obtain an in-depth understanding of marketing planning, consumer behaviour, digital and social media marketing, branding, international marketing, social and non-for-profit marketing, personal selling and sales-force management, marketing strategy and marketing research



## **Appendix II - Appropriate Degree Requirement & Assessment - Specialized Honours**

*Only the courses managed by the School of Administrative Studies are included with full description of evaluations*

### **BAS Honours - Accounting**

AP/ADMS3510 3.00: mid terms test knowledge of theories and tools as well as their application to problems and simple cases. Final exam designed to test the same as mid terms plus application of knowledge to real business situations through a complex case.

AP/ADMS3520 3.00: Exams test knowledge of law and the application of knowledge in simple directed case studies. Assignment tests critical thinking, communication and research skills related to a policy matter.

AP/ADMS3585 3.00: This course is the first intermediate financial accounting course and requires thorough knowledge of international financial accounting standards for public corporations and Canadian financial accounting standards for private firms in connection with assets sections of the financial position. Midterms and final exam test students on the knowledge of theories and technical applications of the standards.

AP/ADMS3595 3.00: This course is the second intermediate financial accounting course and requires thorough knowledge of international financial accounting standards for public corporations and Canadian financial accounting standards for private firms in connection with liabilities and owners' equity sections of the financial position. Midterms and final exam test students on the knowledge of theories and technical applications of the standards.

AP/ADMS4562 3.00: Two exams test knowledge of law and research skills and the application of knowledge in problems and directed case studies. Participation marks and group assignments test critical thinking, research and communication skills.

AP/ADMS4520 3.00: This course is designed to cover the accounting for business combinations, long-term investments and affiliated companies, and interim and segment reporting. Exams and case presentations test students on the knowledge of the above subjects.

AP/ADMS 4540 3.00: Students undertake a rigorous study of the theory and empirical evidence relevant to financial management. Building upon their introductory knowledge from ADMS 3530, students learn elements of corporate finance not covered in ADMS 3530 such as determinants of interest rates, bond duration and refunding, risk and return, cost of capital, capital budgeting, capital structure, dividend policy and options and futures for hedging risk. Their knowledge is tested using a combination of individual assignments, quizzes, class participation and exams.

AP/ADMS4510 3.00: This course is designed to give students a critical awareness of the current financial accounting and reporting environment in connection with the diverse interests of both external users and management. Exams, class presentations and discussions, cases/papers analyses, and a term paper test students on the knowledge of financial accounting theories and contemporary issues.



AP/ADMS4551 3.00: Midterm and final examinations are used to illustrate understanding of theory and application of theory and decision making processes for the financial statement audit, which includes risk assessment and risk mitigation. Students use a variety of sizes of cases in class discussion and in hand-in assignments to gradually increase the complexity of the case scenarios that they are working with. In addition, they have a term paper with associated oral presentation where they are asked to apply the audit risk model to a real company using publicly available data about the organization. They are given feedback on their written and oral communication skills to improve these skills during the term.

AP/ADMS4590 3.00: This course integrates several accounting and finance disciplines including financial accounting, audit, management accounting, finance, and tax through the use of complex case studies. Exams, the assignment of cases, and group discussions test students on their abilities to apply technical accounting and finance knowledge to business scenarios.

AP/ADMS4561 3.00: Quiz and two exams test knowledge of law and research skills and the application of knowledge in problems and directed case studies. Participation marks and group assignments test critical thinking, research and communication skills.

AP/ADMS4553 3.00: Midterm and final examinations are used to illustrate understanding of theory and application of theory and decision making processes for the financial statement audit, which includes risk assessment and risk mitigation. Students use a variety of sizes of cases in class discussion and in hand-in assignments to gradually increase the complexity of the case scenarios that they are working with. Case scenarios are multi-subject, bringing in other disciplines, although the focus is financial statement audit. In addition, students have a group case assignment paper with associated oral presentation where they practice their presentation skills.. They are given feedback on their written and oral communication skills to improve these skills during the term.

AP/ADMS4552 3.00: Midterm and final examinations are used to illustrate understanding of theory and application of theory and decision making processes for the financial statement audit, which includes risk assessment and risk mitigation, with a focus on automated information systems. To effectively do risk analysis, students integrate knowledge from their auditing, accounting, and management information systems courses. Students use a variety of sizes of cases in class discussion and in hand-in assignments to gradually increase the complexity of the case scenarios that they are working with. In addition, they use audit software to analyze data and state how the results of their tests would impact an audit engagement, providing real-life simulation for their application of theory. They are given feedback on their written communication skills to improve these skills during the term.

AP/ADMS 3351 3.00 (cross-listed to: AP/ECON 3120 3.00): In this course, students are introduced to operations management as one of the key functional areas in an organization. Exams and quizzes assess the student's appreciation of the more important issues and decision processes associated with it, including the application of management science tools and techniques. Assignments are designed to allow more in-depth application of these tools and techniques in various analysis and decision-making situations arising in the field.

AP/ADMS4515 3.00 Midterm and final examinations are used to illustrate understanding of theory and application of theory and decision making processes for internal auditing, which includes risk assessment and risk mitigation. To effectively do risk analysis, students integrate knowledge from their auditing, accounting, and management information systems courses. Students use a variety of sizes of cases in class discussion and in hand-in assignments to gradually increase the complexity of the case scenarios that they are working with. In addition, they use audit software to analyze data and state how the results of their tests relate to controls, risks, and the internal audit process, providing real-life simulation for their application of theory. They are given feedback on their written communication skills to improve these skills during the term. They also have a group term paper and group term presentation, fostering team work and team building skills.

AP/ADMS4570 3.00: the integration and application of knowledge is tested through the solution of complex cases. This course is intended to mimic the testing that CMA candidates must pass in order to enter the Strategic Leadership Program - CMA Ontario.



## **BAS Honours – Business Research**

AP/ADMS 3300 3.00: In this introductory decision analysis course evaluation is done through group assignments, individual quizzes, midterm and a final. In every evaluation component: breadth of decision analysis theories under conditions of certainty, uncertainty, risk and competition; their application to practical business problems in various functional areas; and, awareness to the limitations of the theories; are assessed. Group assignments evaluate the students' communication, leadership, professionalism, leadership, and autonomy skills through analyzing and providing a business report of mini case studies. Quizzes evaluate the general understanding and application of the theories through smaller problems, whereas Midterm and Final do this for more complex real case studies that require critical thinking from students.

AP/ADMS 3352 3.00 (cross-listed to: AP/ECON 3130 3.00): Knowledge, understanding and the application of research methodologies and techniques are evaluated through the use of four research-based projects that are assigned individually and as a team. Projects are evaluated based on: research design, sampling techniques, data collection, analysis of data using quantitative and qualitative techniques, relevance to the research question, and overall strategic recommendations based on business problems. The final project is a written report, which is also presented formally in class as part of the evaluation process.

AP/ADMS 4250 3.00: The midterm and final exams test factual and applied knowledge of marketing strategy concepts, types, and formulation process as covered in class. Case studies and/or written assignments test students' ability to evaluate actual business data, analyze market situation and communicate and support strategic decisions. A comprehensive group assignment evaluates students' ability to collect and process information, apply the knowledge of marketing strategies types, understand the limitation of the actual information, and communicate their ideas verbally and in writing.

AP/ADMS4260 3.00: Examinations and individual assignments test conceptual knowledge of marketing research and assess the development of analytical and critical thinking skills that permit students to translate marketing problems/opportunities into feasible research plans. The ability to apply research concepts and knowledge to real world marketing problems is assessed with a group research project where students are challenged to resolve trade-offs between the acquisition of more and higher quality research information and the time and cost associated with that effort.

AP/ADMS4265 3.00: Assignments and exercises test conceptual knowledge and analytical skills pertinent to turn-key stages of the research process from the perspective of the research professional. Group presentations permit students to build proficiency with analytical methodologies and statistical software designed to produce research-driven solutions to recurring marketing problems/opportunities. A final examination tests the ability to integrate and apply research concepts informed by deep knowledge of research design, data collection and data analysis to strategic marketing decision-making.

AP/ADMS 4300 3.00: This course allows students to develop skills and learn tools to make decisions in the situations of both certainty and uncertainty. Weekly written critique of assigned published papers of applied nature allows the students develop their critical thinking, makes them aware of the limits of knowledge, and improve their communication skills in terms of presentations and the written reports. Final research project and case analyses achieve similar outcomes plus as team members students are expected to lead their teams, focus on more detailed real life problems and solve them; quizzes assess if the students learnt the breadth of knowledge and methods in the field.

AP/ADMS 4370 3.00: Introduces Windows-based data processing software and provides overview of computing concepts and data processing using SAS, SPSS, and/or STATA. Covers such statistics techniques as data visualization and summary, nonparametric methods, linear and logistic regressions, and introduction to hierarchical linear modeling. The learning objectives are: 1: be able to use practical statistical techniques to analyze information and make informed decision; and 2.: be able to critically interpret statistics that they encounter in daily life and in business. Assignments are case analyses using public data, quizzes test proficiency in the use of data analysis systems and understanding of statistical concepts. Students are required to analyze a set of public data using statistical software at the exam in a computing lab and to critique statistics published in the media.



## BAS Honours - Finance

AP/ADMS 3531 3.00: This course familiarizes students with the investment process, emphasizing the management of individual investor portfolios. Midterm and final exams evaluate knowledge of theoretical investment concepts and calculations. There is a significant experiential education component from the Stock-Trak portfolio simulation, for which students make in-class presentations and prepare a final written report.

AP/ADMS 3541 3.00: This course introduces students to personal financial planning. Students will learn goal setting, budgeting, tax planning, insurance and risk management, purchasing a home and mortgage financing, personal investment management, retirement planning. Assignments and exams test students on their knowledge about both theory and application.

AP/ADMS 4501 3.00: This course undertakes a rigorous study of the theory and empirical evidence relevant to professional portfolio management. Students learn tools which enable them to manage risks, allocate among asset classes, detect mispriced securities, and measure the performance of portfolio managers. Both a midterm exam and a final exam are used to apply the theoretical concepts to practical issues facing today's portfolio managers. Group assignments and group presentations are used to challenge students to perform in-depth research into a current financial topic and communicate their findings to their peers.

AP/ADMS 4540 3.00: Students undertake a rigorous study of the theory and empirical evidence relevant to financial management. Building upon their introductory knowledge from ADMS 3530, students learn elements of corporate finance not covered in ADMS 3530 such as determinants of interest rates, bond duration and refunding, risk and return, cost of capital, capital budgeting, capital structure, dividend policy and options and futures for hedging risk. Their knowledge is tested using a combination of individual assignments, quizzes, class participation and exams.

At least 12 credits chosen from the following:

AP/ADMS 4501 3.00: see above

AP/ADMS 4502 3.00: This course will include a framework for ethics in finance, the ethical code of the CFA Institute, and cover current industry topics for wealth management practitioners in Canada. This course will sharpen student's understanding of ethics and build their awareness of how the investment business actually works. Group and individual assignments, quizzes, and exams test students' their knowledge and application.

AP/ADMS 4503 3.00: This course introduces students to derivatives securities. Specifically, students will be able to grasp how derivatives work, how they are used, and how they are priced. Exams, assignments, and class participation test students on their knowledge of derivatives theories and practical applications.

AP/ADMS 4504 3.00: Students will gain a good knowledge of fixed income securities and markets in this course. Exams test students on their understanding of various theories. On the other hand, assignments and class participation provide students with the opportunity to apply theories in real-life circumstances.



AP/ADMS 4505 3.00: This course builds on the introductory financial planning course ADMS 3541. Students develop a higher level of understanding of the financial planning process and advance their financial planning skills to the practical level. Although all components of financial planning are included, particular emphasis is placed on retirement planning, corporate benefits, and estate planning. Through the use of case studies, role plays, class discussion, presentations, feedback, and a final exam the course helps students integrate financial planning principles with a practical application.

AP/ADMS 4506 3.00: This course uses a case-based approach to apply financial planning theory to the professional practice of financial planning. Students also participate in mock client interviews to develop the communication skills required to succeed in the profession. The final assignment requires students to prepare a financial plan for a real life “client”. This course is mandated by the Financial Planning Standards Council for obtaining the Certified Financial Planners (CFP) designation.

AP/ADMS 4535 3.00: This course is designed to give students a comprehensive framework for effective financial statement analysis. Through assignments covering large publicly traded companies, students apply the techniques and concepts learned related to critical topics such as strategy and qualitative analysis, accounting analysis, analytical techniques, report writing and valuation.

AP/ADMS 4536 3.00: This course teaches students the principles and practical application of a wide variety of valuation models: discounted dividend, free cash flow and market-based comparable models. Midterms test the understanding of valuation principles. Students apply the valuation models to a comprehensive valuation of the traded common shares of a real company, using the real company data. For the final exam, students write a professional business valuation report, effectively communicating an investment recommendation.

AP/ADMS 4540 3.00: Students undertake a rigorous study of the theory and empirical evidence relevant to financial management. Building upon their introductory knowledge from ADMS 3530, students learn elements of corporate finance not covered in ADMS 3530 such as determinants of interest rates, bond duration and refunding, risk and return, cost of capital, capital budgeting, capital structure, dividend policy and options and futures for hedging risk. Their knowledge is tested using a combination of individual assignments, quizzes, class participation and exams.

AP/ADMS 4541 3.00: Students learn the theory and perform empirical tests to study issues in corporate finance. These topics include working capital management, integrating trade credit and marketing, integration of credit policy and long-term strategic financial decisions, Fama-French studies of capital structure, venture financing, multinational financial management and treasury risk management. Students are tested using a combination of case studies and presentations, assignments, a group research project, class participation and individual exams.

AP/ADMS 4542 3.00: This course provides a comprehensive introduction to the world of financial management as it applies to multinational corporations and other firms that engage in international transactions. The course discusses (1) the financial environment in which the multinational firms operate, (2) foreign exchange management and the appropriateness of hedging techniques for different types of exposures that a multinational firm faces, and (3) worldwide money, debt and equity markets and instruments for investment, financing, and risk management by international businesses. An important part of ADMS4542 is student participation in the Currency Trading Exercise and presenting a trading report. This experiential education exercise gives students a pseudo-realistic introduction to how currencies are traded.



## **BAS Honours – Management**

AP/ADMS 3930 3.00: In this course the students are assessed on their ability to integrate prior knowledge of organizational behaviour, the nature of organizations and the Canadian business environment with the course's contents of intermediate managerial theory and practices. Assessment is performed by extensive graded participation in the discussion of topics and cases throughout the course, a midterm paper based on a complex case study, and a case based final examination that requires the integration of topics of the course for its analysis.

AP/ADMS 4010 3.00: midterm written assignment tests students' ability to analyze and apply theoretical concepts and models within the context of a personal experience (work, volunteer, member). Group work tests students' ability to work together and analyze and apply theoretical concepts to real world Canadian organizations (private and public). The final exam test students' ability to integrate and apply theories and concepts from this and other courses to a specific case. The objective is to move students from theoretical to practical analysis and application of management theory.

AP/ADMS 4910 3.00: Case studies are used to link theory and practice and students are evaluated through their participation in classroom discussions and an individual assignment. Working in groups, students delve more deeply into topics of interest and conduct an extensive literature review that forms the basis of a formal written paper (approx 30 pages) that is then presented to the class. A comprehensive final exam covers the theory and content of both the lectures and student presentations"

Nine additional credits selected from the following:

AP/ADMS 3300 3.00

AP/ADMS 3960 3.00: Students are assessed on their knowledge of the macro environment, practices and challenges of international business through extensive graded class participation, a comprehensive mid term paper and a cumulative final examination.

AP/ADMS 4444 3.00 (cross-listed to: AP/HRM 4444 3.00): During their journey through the course, students are expected to develop basic understanding of the theoretical concepts and models underlying workplace diversity dynamics, individual identity, diversity and inclusive practices in organizations. Basic understanding is evaluated through short examinations/quizzes. Analysis of cases, examples, and conversations with guest speakers, provide students an opportunity to take a deeper look at the issues, examine the nuances of inclusive practices and intersectionality of identities. Through individual journals students reflect on how the course material resonates with their own experiences, reflect on their own assumptions, thus providing students an opportunity to further increase their self-awareness of their own conscious and unconscious biases. Group projects integrate and synthesize the theoretical course content and the product of discussions throughout the course to examine diversity and inclusion in real-life situations.

AP/ADMS 4940 3.00: midterm and final exams test understanding of theoretical concepts and models related to technological innovation management. Group project tests ability to apply and integrate theories and concepts to real situations through case study.

AP/HRM 4495 3.00 (cross-listed to: AP/ADMS 4495 3.00)



## **BAS Honours – Management Science**

AP/ADMS 3300 3.00: In this introductory decision analysis course evaluation is done through group assignments, individual quizzes, midterm and a final. In every evaluation component: breadth of decision analysis theories under conditions of certainty, uncertainty, risk and competition; their application to practical business problems in various functional areas; and, awareness to the limitations of the theories; are assessed. Group assignments evaluate the students' communication, leadership, professionalism, leadership, and autonomy skills through analyzing and providing a business report of mini case studies. Quizzes evaluate the general understanding and application of the theories through smaller problems, whereas Midterm and Final do this for more complex real case studies that require critical thinking from students.

AP/ADMS 3331 3.00: Exams test the understanding of modeling and optimization concepts, such as linear, integer, and nonlinear programming, at an advanced level and cases test application in detailed hypothetical realistic cases and mastering software necessary perform advanced implementations.

AP/ADMS 3351 3.00 (cross-listed to: AP/ECON 3120 3.00): In this course, students are introduced to operations management as one of the key functional areas in an organization. Exams and quizzes assess the student's appreciation of the more important issues and decision processes associated with it, including the application of management science tools and techniques. Assignments are designed to allow more in-depth application of these tools and techniques in various analysis and decision-making situations arising in the field.

18 additional credits selected from the following:

AP/ADMS 3345 3.00: In this course students learn how to formulate and solve complex dynamic problems. Causal loop diagrams and stock-and-flow structures are the main tools they learn. Basic simulation modeling experience to facilitate "experiential learning" is also the core activity of this course. Two modeling assignments; 3 quizzes; one mid-term exam, and a final research project are the methods of evaluation.

AP/ADMS 3350 3.00: This course focuses on hypothesis testing. Data are processed by a decision function. Assignments focus on (1) the understanding the frequentists' approach which optimizes desirable probabilities of two possible errors: misses and false alarm and (2) the use of various costs associated with the two errors in evaluating and minimizing the Bayes risk.

AP/ADMS 3352 3.00 (cross-listed to: AP/ECON 3130 3.00): Knowledge, understanding and the application of research methodologies and techniques is evaluated through the use of four research-based projects which are assigned individually and as a team. Projects are evaluated based on: research design, sampling techniques, data collection, analysis of data using quantitative and qualitative techniques, relevance to the research question, and overall strategic recommendations based on business problems. The final project is a written report which is also presented formally in class as a part of the evaluation process.

AP/ADMS 3353 3.00: Exams and quizzes test the understanding basic project management concepts, such as planning, scheduling, budgeting, control, and auditing, and term project tests the understanding of a software necessary to perform project management at a realistic level.

AP/ADMS 3360 3.00: The goal of the exams is to test the ability to understand and analyze problems in warehousing and transportation management.



AP/ADMS 4300 3.00: This course allows students to develop skills and learn tools to make decisions in the situations of both certainty and uncertainty. Weekly written critique of assigned published papers of applied nature allows the students develop their critical thinking, makes them aware of the limits of knowledge, and improve their communication skills in terms of presentations and the written reports. Final research project and case analyses achieve similar outcomes plus as team members students are expected to lead their teams, focus on more detailed real life problems and solve them; quizzes assess if the students learnt the breadth of knowledge and methods in the field.

AP/ADMS 4331 3.00: Exams test the understanding of modeling and advanced theories of management science, such as linear, nonlinear, integer, dynamic programming, game theory, and simulation. Homework assignments test the understanding of prevalent software, such as Microsoft Excel, for enabling students to use real cases.

AP/ADMS 4333 3.00 Exams test basic concepts and tools in Supply Chain Management, such as supply chain network design, deterministic and stochastic inventory control, revenue management, tools coordinating the supply chain, etc.

AP/ADMS 4340 3.: Term project tests the application of operations management tasks applied in an electronic commerce setting. The final exam tests the fundamentals of links between e-commerce and operations management, including how to apply ordering, forecasting, scheduling in an e-business. RH

AP/ADMS 4345 3.00: Building on ADMS 3345, this course allows students to gain hands on experience with simulation based solutions to complex managerial problems. Using Poersim, our students build original models of complex issues. They learn how to use these models to develop scenarios to facilitate managerial decision making. The final research project allows students to demonstrate the appreciation and utility of model-based decision making in real world.

AP/ADMS 4353 3.00: Exams test the understanding advanced quantitative models and concepts in project management, such as planning, scheduling, risk management, resource allocation, budgeting, control, auditing, and multi-project management. Assignments test the practice of models and the necessary statistical and optimization software to be used in realistic project management environments. AD

AP/ADMS 4360 3.00: This course exposes the student to the pivotal role that management of materials and inventory plays in operations planning and control, and its significant impact on cost and profitability in an organization. Exams test the student's understanding of key issues, processes, and tools and techniques covered in the course. Assignments assess the student's ability to analyze and apply tools/techniques in various cases in materials and inventory management.

AP/ADMS 4370 3.00: Introduces Windows-based data processing software and provides overview of computing concepts and data processing using SAS, SPSS, and/or STATA. Covers such statistics techniques as data visualization and summary, nonparametric methods, linear and logistic regressions, and introduction to hierarchical linear modeling. The learning objectives are: 1: be able to use practical statistical techniques to analyze information and make informed decision; and 2.: be able to critically interpret statistics that they encounter in daily life and in business. Assignments are case analyses using public data, quizzes test proficiency in the use of data analysis systems and understanding of statistical concepts. Students are required to analyze a set of public data using statistical software at the exam in a computing lab and to critique statistics published in the media.



## **BAS Honours - Marketing**

AP/ADMS 3210 3.00 (prior to Fall 2012: AP/ADMS 4220 3.00): Consumer Behaviour: Assessments could include a formal midterm, final exam, term-long group work project involving written reports and presentations, individual assignment, and smaller group assignments. These assessments test factual and applied knowledge of how consumers act in the market, and how marketers apply that knowledge to the market planning process. We use a textbook, and may also use an accompanying website, covering theory, concepts, and terminology. Students are expected to know introductory marketing terminology, theory, and concepts and to apply them in the evaluated work.

AP/ADMS 3220 3.00: The midterm and final exams test factual and applied knowledge of Marketing Management concepts and theories as covered in class and in the textbook. Case studies and a comprehensive group work assignment (which includes a written report and a presentation) are used to test students' practical application of theory and concepts.

AP/ADMS 4250 3.00: The midterm and final exams test factual and applied knowledge of marketing strategy concepts, types, and formulation process as covered in class. Case studies and/or written assignments test students' ability to evaluate actual business data, analyze market situation and communicate and support strategic decisions. A comprehensive group assignment evaluates students' ability to collect and process information, apply the knowledge of marketing strategies types, understand the limitation of the actual information, and communicate their ideas verbally and in writing.

AP/ADMS4260 3.00: Examinations and individual assignments test conceptual knowledge of marketing research and assess the development of analytical and critical thinking skills that permit students to translate marketing problems/opportunities into feasible research plans. The ability to apply research concepts and knowledge to real world marketing problems is assessed with a group research project where students are challenged to resolve trade-offs between the acquisition of more and higher quality research information and the time and cost associated with that effort.

15 additional credits in marketing to be chosen from 42xx courses. Currently offered are:

AP/ADMS4210 3.00: The midterm and final exam test the factual knowledge on International Marketing and understanding of its theories and tools, as covered in class and in the textbook. The integration and application of theories and tools is tested in reports on and the presentation of a comprehensive group project, as well as in class.

AP/ADMS4215 3.00: The midterm and final exam test the factual knowledge and understanding of the theories, concepts and tools of Business-to-Business Marketing as covered in class and in the textbook. The integration and application of theories, concepts and tools are tested in the development and presentation of a comprehensive group project and case analysis.

AP/ADMS4225 3.00: The midterm and final exam test the factual knowledge and understanding of the theories, concepts and tools of Retail Marketing as covered in class and in the textbook. The integration and application of theories, concepts and tools are tested in the development and presentation of a comprehensive group project, field audit and case analysis.

AP/ADMS4230 3.00: The midterm and final exam test the factual knowledge on Marketing Channels and understanding of its theories and tools, as covered in class and in the textbook. The integration and application of theories and tools is tested in reports on and the presentation of a comprehensive group project, as well as in-class case and article discussion.



AP/ADMS4235 3.00: The midterm and final exams test factual and applied knowledge of New Product Management concepts and theories as covered in class and in the textbook. Group work assignments are also used to test students' ability to integrate and apply classroom learning.

AP/ADMS4240 3.00 The midterm and final exam tests the theories of advertising and marketing communication, creative critiquing and media analytics. Application of integrated marcom tools are evaluated in a group project report and presentation that involves the development of a fully integrated advertising/marcom plan simulated in a real-life industry setting.

AP/ADMS4245 3.00: The midterm exam and weekly class discussion test the knowledge and understanding of the theories of E-Marketing. The course's remaining assessments focus on the application of concepts. These application-based assessments include: presentations whereby the students teach the class how to use social media, an individual assignment whereby each student creates an online, search engine optimized profile using three types of social media, and a comprehensive group project whereby the students work with real-life companies to create an online marketing plan.

AP/ADMS4250 3.00: The midterm and final exams test factual and applied knowledge of marketing strategy concepts, types, and formulation process as covered in class. Case studies and/or written assignments test students' ability to evaluate actual business data, analyze market situation and communicate and support strategic decisions. A comprehensive group assignment evaluates students' ability to collect and process information, apply the knowledge of marketing strategies types, understand the limitation of the actual information, and communicate their ideas verbally and in writing.

AP/ADMS4255 3.00: The midterm tests the knowledge and understanding of the theories and tools of customer relationship management. The integration of the theories and the application of the tools are considered and tested in case studies, and reports on and presentation of a comprehensive group project.

AP/ADMS4265 3.00: Assignments and exercises test conceptual knowledge and analytical skills pertinent to turn-key stages of the research process from the perspective of the research professional. Group presentations permit students to build proficiency with analytical methodologies and statistical software designed to produce research-driven solutions to recurring marketing problems/opportunities. A final examination tests the ability to integrate and apply research concepts informed by deep knowledge of research design, data collection and data analysis to strategic marketing decision-making.

AP/ADMS4275 3.00: The midterm and final exams test factual and applied knowledge of Service Marketing concepts and theories as covered in class and in the textbook. Case studies and a comprehensive group work assignment (which includes a written report and a presentation) are used to test students' practical application of theory and concepts.

AP/ADMS4280 3.00: The midterm tests the knowledge and understanding of the theories, components and tools of Social Marketing. The integration of the theories and components as well as the application of the tools are tested in the development and presentation of a comprehensive group project.

AP/ADMS4285 3.00: The midterm and final exam test the knowledge and understanding of the theories and tools of Brand Management. The integration of the theories and the application of the tools are tested in reports on and the presentation of a comprehensive group project, as well as in class.

AP/ADMS4286 3.00: The midterm and final exam test the knowledge and understanding of the theories and tools of Domestic and International Brand Architecture. The integration of the theories and the application of the tools are tested in reports on and the presentation of a comprehensive group project, as well as in class.

AP/ADMS4290 3.00: The midterm tests the knowledge and understanding of the theories and tools of marketing for competitive advantage. The integration of the theories and the application of the tools are considered and tested in case studies, and further examined and tested in reports on and presentations of a comprehensive group project completed in two phases.



**APPENDIX F**  
**Current BAS-ITEC Degree-Level Expectations to become BCom-ITEC Degree-Level Expectations**

	<b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i>	<b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i>	<b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>
<b>1. Depth and Breadth of Knowledge</b>	<p>This degree is awarded to students who have demonstrated:</p> <ol style="list-style-type: none"> <li>1. a general knowledge and understanding of the key concepts, methodologies, theoretical approaches and assumptions in Information Technology and Administrative Studies</li> <li>2. a broad understanding of the major areas within Information Technology and Administrative Studies</li> <li>3. an ability to work with technical and non-technical users within an organization in order to design, build and administer business information systems.</li> <li>4. a familiarity with latest technologies and the ability to customize and integrate them according to users' needs.</li> </ol>	<p>This degree will be awarded to students who have successfully shown competence in the areas of information technology and administrative studies as prescribed in the degree's programme requirements</p>	<p>The ITEC Honours BAS degree requires 120 credits. Students are assessed on the basis of mid term and final examinations and assigned projects. In addition to General Education, Mathematics and electives, requirements are:</p> <p><b>Core requirements:</b>  The following 45 courses</p> <p>AP/ADMS 1000 3.00 Introduction to Administrative Studies  AP/ITEC 1000 3.00 Introduction to Information Technologies  AP/ITEC 1010 3.00 Information and Organizations  SC/MATH 1190 3.00 Introduction to Sets and Logic  AP/ITEC 1620 3.00 or SC/CSE 1020 3.00 Object-Based Programming □  AP/ADMS 2500 3.00 Introduction to Financial Accounting  AP/ADMS 2510 3.00 Introduction to Management Accounting □  AP/ADMS 2511 3.00 Management Information Systems □  AP/ITEC 2610 3.00 Object-Oriented Programming □  AP/ITEC 3010 3.00 Systems Analysis and Design I □  AP/ITEC 3210 3.00 Applied Data Communications and Networks □  AP/ITEC 3220 3.00 or SC/CSE 3421 3.00 Using and Designing Database Systems □  AP/ITEC 4010 3.00 Systems Analysis and Design II □  AP/ITEC 4030 3.00 Business Process Management Systems □  AP/ITEC 4040 3.00 Requirements Management</p> <p><b>Together with:</b>  a choice of 3 courses chosen from:  AP/ITEC 2620 3.00 Introduction to Data Structures or SC/CSE 1030 3.00  AP/ITEC 3020 3.00 Web Technologies □  AP/ITEC 3230 3.00 Designing User Interfaces □  AP/ITEC 3500 3.00 Information Technology Risk Management □  AP/ITEC 3505 3.00 Information Technology Project Management □  AP/ITEC 4000 3.00 Independent Research Project in Information Technology □  AP/ITEC 4100 3.00 Topics in Information Technology □  AP/ITEC 4101 3.00 Business Integration Technologies □  AP/ADMS 2200 3.00 Introductory Marketing □  AP/ADMS 2400 3.00 Introduction to Organizational Behaviour □  AP/ADMS 2600 3.00 Human Resources Management</p> <p><b>5 additional credits from one of the following streams:</b></p> <p><b><i>Business Systems Analysis</i></b></p> <p>AP/ADMS 3502 3.00 Enterprise Resource Planning Systems</p>

			<p>AP/ADMS 3521 3.00 Management of Electronic Commerce Systems</p> <p>□ AP/ITEC 4101 3.00 Business Integration Technologies □</p> <p>AP/ADMS 4511 3.00 Managing and Implementing Strategic Information Systems □</p> <p>AP/ADMS 4900 3.00 Management Policy Part 1</p> <p><b><i>E-Commerce Development</i></b></p> <p>AP/ITEC 3020 3.00 Web Technologies □</p> <p>AP/ITEC 3230 3.00 Designing User Interfaces □</p> <p>AP/ITEC 4020 3.00 Internet Client-Server Systems □</p> <p>AP/ITEC 4220 3.00 Modern Approaches to Data Management: Database Management Systems □</p> <p><b><i>Information Technology Auditing and Assurance</i></b></p> <p>AP/ITEC 3500 3.00 Information Technology Risk Management</p> <p>AP/ADMS 3521 3.00 Management of Electronic Commerce Systems</p> <p>AP/ADMS 4515 3.00 Internal Audit</p> <p>AP/ADMS 4517 3.00 Management, Planning and Organization of a Risk-Based IS (Information Systems)</p> <p>AP/ADMS 4518 3.00 Conducting and Documenting a Risk-Based IS (Information Systems)</p>
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	<p><b>a) Degree-Level Expectation</b>  <i>This degree is awarded to students who have demonstrated the following:</i></p>	<p><b>b) Program Learning Objectives  (with assessment embedded in outcomes)</b>  <i>By the end of this program, students will be able to:</i></p>	<p><b>c) Appropriate Degree Requirement &amp;  Assessment</b>  <i>Align courses and assessment methods/activities with the program learning objectives.</i></p>
<p><b>2.  Knowledge of  Methodologies</b></p>	<p>This degree is awarded to students</p> <p>(1) who have demonstrated a knowledge of the techniques in the main areas of Information Technology as applied to issues arising in a business environment</p> <p>(2) who have demonstrated competence in a range of topics in administrative studies and information technology.</p> <p>(3) who have shown expertise and the ability to devise solutions to information technology problems arising in a specialized area</p>	<p>(1)  Students will be expected to have an overview and understanding of techniques and methodologies used in solution of problems in information technology and data processing arising in a business environment</p> <p>(2)  Students will be expected to have demonstrated competence in the areas of</p> <p>(a) financial and management accounting  (2) management information  (3) systems analysis and design  (4) object oriented programming</p> <p>(3)  Students will be expected to have expertise and ability to devise solutions in one of the following 3 areas:</p> <p>(a) Business Systems Analysis  (b) E-commerce Development  (c) Information Technology Auditing and Assurance</p>	<p>Assessment is with midterm and final examinations and in most cases with also performance on assigned projects</p> <p>(1) The objectives of providing an overview of techniques and methodologies are addressed with the following courses:  ITEC 1000, ITEC 1010, and ADMS 1000</p> <p>(2) The objectives of attaining detailed understanding of techniques in listed areas are addressed for</p> <p>(a) financial and management accounting by ADMD 2500 and ADMS 2510</p> <p>(b) management information by ADMS 2511, ITEC 4030, ITEC 4040, ITEC 3500, ITEC 3505, ITEC 4101, ADMS 4511, ADMS 3502, ADMS 4900</p> <p>(c) systems analysis and design by ITEC 3010 and ITEC 4010</p> <p>(d) object oriented programming by ITEC 1620 and ITEC 2610</p> <p>(3) The objectives of attaining expertise in the mentioned areas, in addition to core courses, are attained by the following</p> <p>(a) Business Systems Analysis by: ADMS 3502, ADMS 3521, ITEC 4101, ADMS 4900</p> <p>(b) e-commerce development by: ITEC 3020, ITEC 3230, ITEC 4020, ITEC 4220, ITEC 4305</p> <p>(c) Information Technology Auditing and Assurance by: ITEC 3500, ADMS 3521, ADMS 4515, ADMS 4517, ADMS 4518</p>

	<b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i>	<b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i>	<b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>
<b>3. Application of Knowledge</b>	All ITEC and ADMS courses are application oriented. See above "Knowledge of Methodologies"		

	<b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i>	<b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i>	<b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>
<b>4. Communication Skills</b>	This degree is awarded to students who have demonstrated the ability to (1) understand clearly and with logical precision the nature of problems that arise in the applications of information technology to problems arising in a business environment (2) implement document with clarity robust solutions to information technology problems in a business environment	Program Learning Objectives with respect to Communications Skills are embedded in each of the areas described above under "Knowledge of Methodologies (b)"	Courses associated with the Program Objectives regarding Communication Skills are found above under "knowledge of Methodologies (c)"

	<b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i>	<b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i>	<b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>
<b>5. Awareness of Limits of Knowledge</b>	<p>Is this a philosophic question?</p> <p>Students quickly and painfully come to a realization of the limits of the techniques of information technology and knowledge in general, when attempting solutions of common business related data processing problems that had been part of assigned projects.</p>		

	<b>a) Degree-Level Expectation</b> <i>This degree is awarded to students who have demonstrated the following:</i>	<b>b) Program Learning Objectives (with assessment embedded in outcomes)</b> <i>By the end of this program, students will be able to:</i>	<b>c) Appropriate Degree Requirement &amp; Assessment</b> <i>Align courses and assessment methods/activities with the program learning objectives.</i>
<b>6. Autonomy and Professional Capacity</b>	<p>This degree is awarded to students who have individually and autonomously worked through the implementation of information technology projects occurring in a business environment and in so doing developed a professional capacity that will allow them to prosper in future work environments.</p>	<p>Program Learning Objectives with respect to Autonomy and Professional Capacity are embedded in each of the broad areas described above under "Knowledge of Methodologies (b)"</p>	<p>Courses associated with the Program Objectives regarding Autonomy and Professional Capacity are found above under "knowledge of Methodologies ©"</p>



## Memo

To: Whom It May Concern

From: J.J. McMurtry  
Associate Dean Programs

Date: February 12, 2016

Subject: Approval of the Name Change of the BAS Degree to a BCom Degree.

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FACULTY OF  
LIBERAL ARTS &  
PROFESSIONAL  
STUDIES

Office of the Dean

S-949 Ross Bldg

Tel 416 736-5220  
Fax 416 736-5750

On behalf of Ananya Mukherjee-Reed, Dean of the Faculty of Liberal Arts & Professional Studies, I have reviewed the proposal from the School of Administrative Studies to change the name of their Administrative Studies degree from a Bachelor of Administrative Studies to a Bachelor of Commerce degree. The faculty is strongly in favour of this change, especially as it has no resource implications and no change in curriculum. This change has been motivated by the student and faculty body of the School of Administrative Studies to bring the program degree name in line with all other similar programs in the Province and indeed internationally. The name change will be retroactive to all alumni from the program as well as current students. This change will have an enormous impact on the moral of the program as well as improve the ability of our graduates to find employment post-graduation.

Please do not hesitate to contact me if you have any questions.







February 5, 2016

To Academic Standards, Curriculum and Pedagogy Committee,

Re: New Undergraduate Degree Type and change of programs from BAS to BCom Proposal

The Office of the University Registrar has reviewed the proposal that, in effect, changes the Bachelor of Administrative Studies degree designation to Bachelor of Commerce.

There are specific protocols in place for executing such changes and these require responsive contacts in the department and faculty to ensure smooth and timely implementation.

Further, with 16,000 alumni, we are conscious of the need for a very explicit plan regarding the re-issuance of degrees. The capacity of registrarial resources and needs of our current students must be guiding principles in determining how to address the anticipated demand. The communication strategy, timing, turn-around expectations and cost of re-issuance to students need to be determined in partnership.

With these provisions, I can support this proposal and look forward to working with the School of Administrative Studies on this exciting change.

Regards,

A handwritten signature in blue ink, appearing to read "Carol Altilia".

Carol Altilia  
University Registrar, York University  
Phone: 416.736.2100 ext. 70704



**From:** Paul Szeptycki <szeptyck@yorku.ca>  
**To:** Gary Spraakman <garys@yorku.ca>  
**Cc:** Marcela Porporato <porpomar@yorku.ca>

---

**Date:** Wednesday, February 24, 2016 08:49AM  
**Subject:** Re: BAS to BCom

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After full consultation with Ed Furman (director of the Mathematics for Commerce Program) and with the Executive Committee of the Department of Mathematics and Statistics, I am writing to communicate that we support the proposal of Degree Name Change of the BAS to the B.Com effective for the 2017-2018 Academic Year.

Please feel free to contact me if you are in need of further information.

Paul Szeptycki  
Undergraduate Program Director  
Department of Mathematics and Statistics

On Fri, Jan 29, 2016 at 3:00 PM, Gary Spraakman <[garys@yorku.ca](mailto:garys@yorku.ca)> wrote:  
Good day Paul

I am writing you, the undergraduate program director, to ask you for an official letter of approval from the Bachelor of Arts - Mathematics for Commerce (both the actuarial stream and operations research streams) program for the Degree Name Change of the BAS to the B.Com effective for the 2017-2018 Academic Year. Attached you can find the complete proposal with all the attachments. The full Calendar Copy changes are noted on pages 5 to 15.

We are formally proposing 3 things: 1) To establish a new degree type, Bachelor of Commerce (BCom), 2) To change degree designation from a Bachelor of Administrative Studies (BAS) to Bachelor of Commerce (BCom) and 3) To close the BAS degree type. But the real effect is to replace in the calendar and degree issued by York BAS with BCom. The changes proposed do not imply a change in substance, focus or direction of the program in general or program(s) in particular

I would like to highlight that this is a student led initiative that we and the Dean's Office of LA&PS are accompanying. The proposal indicates that the fundamental motivation for changing the name of the degree granted by York is to address student and alumni concerns that the current name, BAS, disadvantages them in their careers. The new degree type and change of name represents the culmination of a process initiated by alumni and students who are currently disadvantaged due to perceptions of various stakeholders and screens used by employers and firms.

The proposal is moving forward for approval by the APPC of the LA&PS Faculty Council on February 17th and thus, your letter is required for inclusion in the Proposal Package to be e-mailed out to committee members by February 8th at the latest. I understand that we might be asking too much, but at this point the help of your office is much needed to move this proposal forward.

If you have any further questions or concerns, please do not hesitate to contact me or Marcela Porporato, SAS undergraduate program director, immediately.

Thank you very much.

Gary Spraakman  
Professor of Management Accounting



Re: BAS to BCom  
 Neil Buckley  
 to:  
 Gary Spraakman  
 02/05/2016 10:18 AM  
 Cc:  
 Marcela Porporato  
 Hide Details  
 From: Neil Buckley <nbuckley@yorku.ca>  
 To: Gary Spraakman <garys@yorku.ca>,  
 Cc: Marcela Porporato <porpomar@yorku.ca>

Hi Gary,

Thank you for sending the School of Administrative Studies' recent proposal. This is a well motivated proposal involving a simple degree name change from the current BAS degree to a BCom degree. The Financial and Business Economics program has no concerns with, or objections to, the proposal.

Should you need anything further please do not hesitate to contact me.

Regards,  
 Neil

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**Neil J. Buckley, Ph.D.**

*Undergraduate Program Director and Associate Professor*

Department of Economics, York University

Vari Hall 1140, 4700 Keele Street, Toronto, ON M3J 1P3

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

On Jan 29, 2016, at 3:03 PM, Gary Spraakman <[garys@yorku.ca](mailto:garys@yorku.ca)> wrote:

Good day Neil,

I am writing you, the undergraduate program director, to ask you for an official letter of approval from the Financial and Business Economics - FBEC program for the Degree Name Change of the BAS to the [B.Com](#) effective for the 2017-2018 Academic Year. Attached you can find the complete proposal with all the attachments. The full Calendar Copy changes are noted on pages 5 to 15.

We are formally proposing 3 things: 1) To establish a new degree type, Bachelor of Commerce (BCom), 2) To change degree designation from a Bachelor of Administrative Studies (BAS) to Bachelor of Commerce (BCom) and 3) To close the BAS degree type. But the real effect is to replace in the calendar and degree issued by York BAS with BCom. The changes proposed do not imply a change in substance, focus or direction of the program in general or program(s) in particular

I would like to highlight that this is a student led initiative that we and the Dean's Office of LA&PS are accompanying. The proposal indicates that the fundamental motivation for changing the name of the degree granted by York is to address student and alumni concerns that the current name, BAS, disadvantages them in their careers. The new degree type and change of name represents the culmination of a process initiated by alumni and students who are currently disadvantaged due to perceptions of various stakeholders and screens used by employers and firms.

The proposal is moving forward for approval by the APCC of the LA&PS Faculty Council on February 17th and thus, your letter is required for inclusion in the Proposal Package to be e-mailed



out to committee members by February 8th at the latest. I understand that we might be asking too much, but at this point the help of your office is much needed to move this proposal forward.

If you have any further questions or concerns, please do not hesitate to contact me or Marcela Porporato, SAS undergraduate program director, immediately.

Thank you very much.

Gary Spraakman  
Professor of Management Accounting

<BAS to BCom Proposal (Jan 29 2016).pdf>



Prof. Gary Spraakman  
School of Administrative Studies  
York University

February 3<sup>rd</sup>, 2016

**FACULTY OF  
LIBERAL ARTS &  
PROFESSIONAL STUDIES**

**Department of  
Social Science**

4700 Keele St.  
Toronto ON  
CANADA M3J 1P3

Dear Professor Spraakman,

Members of the Business and Society program have reviewed the proposal by the School of Administrative Studies to develop a new degree type (BCom) and to change the name of the designation of the current BAS degree to BComm.

We have no objections to this proposal and are happy to support it.

I would be happy to respond to any further questions that you might have on this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Darryl Reed".

Darryl Reed  
Professor, Co-ordinator,  
Business & Society Program






**Vivian Olender/fs/YorkU**  
02/23/2016 08:40 AM

To Lesa Cozzi/fs/YorkU@Yorku,  
cc  
bcc

Subject BAS to BCom Letter of Approval from ITEC for BCom  
Proposal for Executive Meeting Wednesday February 24,  
2016

History:  This message has been replied to and forwarded.

----- Forwarded by Vivian Olender/fs/YorkU on 02/23/2016 08:38 AM -----

From: Jimmy Huang <jhuang@yorku.ca>  
To: Marcela Porporato <porpomar@yorku.ca>,  
Cc: Vivian Olender <volender@yorku.ca>, "J.J. McMurtry" <jmcmurtr@yorku.ca>, august@yorku.ca,  
elau@yorku.ca  
Date: 02/22/2016 04:57 PM  
Subject: Re: Fw: BAS to BCom

Dear Marcela,

We have reviewed the proposal submitted by the School of Administrative Studies for creating a new degree BCom type and changing the name of the BAS degree to the BCom degree. This change is approved by ITEC and we fully support the proposal.

If more information is required, please let me know.

My best.

Jimmy

Jimmy Huang, Professor & School Director  
School of Information Technology  
York University  
Toronto, Canada

Web: [www.yorku.ca/jhuang](http://www.yorku.ca/jhuang)  
Lab: [www.yorku.ca/jhuang/irlab](http://www.yorku.ca/jhuang/irlab)  
Tel: 416-736-2100 ext. 30149



Office of the Associate  
Vice-President  
International

Toronto, February 23 2016

200 YORK LANES  
4700 KEELE ST.  
TORONTO ON  
CANADA M3J 1P3  
T 416 736 5177  
F 416 736 5176  
yorkinternational.yorku.ca

Dear Committee Members,

I understand that ADMS is proposing a change of degree designation from a Bachelor of Administrative Studies (BAS) to Bachelor of Commerce (BCom).

I support the proposal for the following reasons:

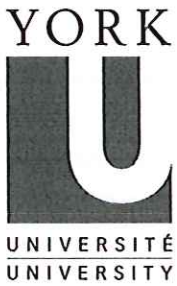
- BCom is a most commonly used degree designation in Commonwealth countries. The change would establish some consistency.
- ADMS counts a large number of international students for whom a degree designation well recognized in other countries, has great value. The same applies to many ADMS students who are considering a global career.
- Lastly, BAS, as an acronym, may actually be confused with Bachelor of Applied Sciences. The change would certainly reduce ambiguity.

Sincerely,



Dr. Marilyn Lambert-Drache  
Associate Vice-President International





February 2, 2016

To whom it may concern,

CAREER CENTRE

Tel 416 736 5351  
Fax 416 736 5684  
career@yorku.ca  
www.yorku.ca/careers

The York University Career Centre would support a change in the Faculty of Liberal Arts and Professional Studies BAS designation to a B.Com. designation as it would assist with marketing York students within this program to employers looking to recruit York students for full time, part-time, summer, and experiential education opportunities such as internship and /or co-op positions. Employers are familiar with the B.Com. designation as it is common among many universities across Canada and as such would help put York students on an equal footing with students at other post-secondary institutions.

The Career Centre also agrees that a revised designation could help students compete more effectively with students from other B.Com. programs, such as McMaster University's, and this could, in turn, support the Faculty's and York University's recruitment efforts.

Kind regards,

A handwritten signature in blue ink, appearing to read "Julie Rahmer", with a long horizontal flourish extending to the right.

Julie Rahmer

Director, Career Centre

York University



February 8<sup>th</sup>, 2016

Bartosz Amerski CPA, CA

Audit Manager  
Office of the Auditor General of Ontario  
20 Dundas St. West, Suite 1530  
Toronto, Ontario

**To the attention of:**

Dr. Adriano Solis  
Associate Professor  
Acting Director, School of Administrative Studies  
York University

Dear Mr. Solis:

Please accept this letter as my support for the Faculty of Liberal Arts and Professional Studies School of Administrative Studies proposal:

- To establish a new degree type, Bachelor of Commerce (BCom), School of Administrative Studies, Liberal Arts & Professional Studies
- To change degree designation from a Bachelor of Administrative Studies (BAS) to Bachelor of Commerce (BCom).
- To close the BAS degree type.

I support this proposal because I witnessed firsthand the challenges that York BAS degree holders face when they seek employment opportunities at the Office of the Auditor General of Ontario (Auditor General). Although the Auditor General has hired BAS degree holders, this only took place after I personally intervened and brought forward to HR resumes that failed to pass the initial screening. The resumes were rejected, as the screening process failed to identify BAS as a valid business degree name. Since I am a part-time faculty at York, concerned students/applicants were able to directly forward to me their resumes that were unjustly rejected. If this didn't happen, qualified BAS degree holders wouldn't even be invited for an interview.

As an alumnus of School of Administrative Studies, I understand and agree with the students' comments presented in Appendix B of the proposal document. These comments are reflective of the challenges and questions that I faced for the past ten years about my BAS degree.

Sincerely



Bartosz Amerski CPA, CA



February 8, 2016.

Dr. Adriano O. Solis  
Acting Director, School of Administrative Studies  
Atkinson College  
York University  
4700 Keele Street  
Toronto, ON M3J 1P3

Collins Barrow Toronto LLP.  
11 King Street West  
Suite 700  
Toronto, Ontario  
M5H 4C7 Canada

T. 416.480.0160  
F. 416.480.2646

[www.collinsbarrowtoronto.com](http://www.collinsbarrowtoronto.com)

Dear Dr. Solis,

Please accept my congratulations on the wonderful work York University's faculty have been performing in building and enhancing student careers.

I write to affirm my support to change the degree name from Bachelor of Administrative Studies to Bachelor of Commerce.

Opportunities for candidates:

The key words used to search for candidates with skills as listed in your BAS courses is not Administrative Studies rather is BCom. Thus in our searches your graduates will not show up. While your graduates are best of breed, as they do not show up in our search they are at a disadvantage from the very beginning. They do not get the required opportunity to present themselves and compete with other candidates.

Title as a representation of skills:

BAS reflects specialization in areas of administration which more often than not means the back office administrative work and does not reflect the expertise in commerce that the course trains your students.

For the above stated reasons I strongly believe that the change in name will be more reflective of the course content & training and will provide York Graduates the necessary opportunity they deserve.

I am available for any additional discussion or if you require any clarification.

Kind regards



**Charan Kumar Bommireddipalli**  
**Partner, Enterprise Governance**

Email: [ckumar@collinsbarrow.com](mailto:ckumar@collinsbarrow.com)

Cell: 416-670-6476

**From:** Brian Leader <bleader@cpaontario.ca>  
**To:** "Gary Spraakman (garys@yorku.ca)" <garys@yorku.ca>  
**Cc:** "porpomar@yorku.ca" <porpomar@yorku.ca>

---

**Date:** Friday, February 12, 2016 04:12PM  
**Subject:** Faculty of the Liberal Arts and Professional Studies, School of Administrative Studies Proposed Change from BAS to BCom

History:       ➔ This message has been forwarded.

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Dear Gary:

I have reviewed the proposal by the Faculty of the Liberal Arts and Professional Studies, School of Administrative Studies to:

Establish a new degree type, Bachelor of Commerce (BCom);

Change degree designation from a Bachelor of Administrative Studies (BAS) to Bachelor of Commerce (BCom); and

Close the BAS degree type. But the real effect is to replace in the calendar and degree issued by York BAS with BCom.

I also note that this student-led initiative is fully supported by the Dean's Office of LA&PS and that the fundamental motivation for changing the name of the degree granted by York is to address student and alumni concerns that the current name, BAS, disadvantages them in their careers. And, that the new degree type and change of name represents the culmination of a process initiated by alumni and students who are currently disadvantaged due to perceptions of various stakeholders and screens used by employers and firms.

Based on my review the proposal details, which I agree do not imply a change in substance, focus or direction of the program in general or program(s) in particular and, the fact that the change from BAS to BCom is fully supported by the Dean, faculty and students, this e-mail confirms CPA Ontario's support.

In closing, CPA Ontario looks forward to continuing to work closely with the Faculty of the Liberal Arts and Professional Studies, School of Administrative Studies, York University. If you need anything further, please do not hesitate to contact me.

Yours truly,

Brian

**Brian Leader** FCPA, FCA  
Vice President & Learning Advisor  
[bleader@cpaontario.ca](mailto:bleader@cpaontario.ca)

**Chartered Professional Accountants of Ontario**  
69 Bloor Street East Toronto ON M4W 1B3  
T. 416 969.4273 M. 416 720.2699  
Toll Free: 1 800 387.0735 x 4273  
[cpaontario.ca](http://cpaontario.ca)



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