

Minor CHANGE TO EXISTING DEGREE/CERTIFICATE

Prior to completing this form, proponents are asked to consult Vivian Olender, Faculty Curriculum Manager, volender@yorku.ca for definitions of major versus minor modifications.

Completed Submission Deadline: [Click here to enter a date.](#)

Department/School: Contact:

Degree/Certificate Title:

Stream (if applicable):

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

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

To replace ADMS 4562 with ADMS 4561 (both tax courses) i.e. move ADMS4562 to elective courses. ADMS 4562 is currently a required course and it is to become a major choice course, and additionally where ADMS 4561 is listed as a choice course, it will now become a mandatory course in the program.

Academic Rationale for Change:

The above changes are expected to make the accounting specialization conform with the changes that were recently made by CPA Ontario.

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

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

Existing Calendar Copy (Change From):	Proposed Calendar Copy (Change To):
<p>Example: Delete this text.</p> <p>School of Administrative Studies Students prior to entering the BAS are required to have completed one 4U mathematics MHF4U (Advanced Functions), or the equivalent.</p> <p>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.</p> <p>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.</p> <p>The following notes apply to the Honours BAS and BAS programs:</p> <p>Notes:</p> <ol style="list-style-type: none"> 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) Association of Administrative Assistants Canadian College of Health Service Executives Canadian Institute of Marketing Canadian Institute of Traffic and Transportation Credit Union Institute of Canada Financial Planners Standards Council Human Resources Professionals Associations of Ontario 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) 	<p>Example: <u>Add</u> this text.</p> <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.</p> <p>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.</p> <p>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.</p> <p>The following notes apply to the Honours BAS and BAS programs:</p> <p>Notes:</p> <ol style="list-style-type: none"> 2. 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 6. 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. 7. 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. 8. Faculty of Liberal Arts and Professional Studies courses are recognized towards certification in a number of professional programs. 9. 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) Association of Administrative Assistants Canadian College of Health Service Executives Canadian Institute of Marketing Canadian Institute of Traffic and Transportation Credit Union Institute of Canada Financial Planners Standards Council Human Resources Professionals Associations of Ontario 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 Canadian Institute of Certified Administrative Managers
The Certified General Accountants Association of Ontario
The Institute of Chartered Accountants of Ontario
The Institute of Chartered Secretaries and Administrators in Canada
The Insurance Institute of Ontario
The Society of Management Accountants

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;
- 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 Canadian Institute of Certified Administrative Managers
The Certified General Accountants Association of Ontario
The Institute of Chartered Accountants of Ontario
The Institute of Chartered Secretaries and Administrators in Canada
The Insurance Institute of Ontario
The Society of Management Accountants

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;
- 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 4562 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 4561 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;

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);
- 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

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 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.

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;
- 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 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;

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 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

Program notes for BAS ITEC courses: the following chart refers only to courses completed prior to entry to the BAS program.

BAS ITEC program course	BAS ITEC program course substitutes if completed prior to entering the program
AP/ITEC 1620 3.00	LE/EECS 1020 3.00
AP/ITEC 2620 3.00	LE/EECS 1030 3.00
AP/ITEC 3220 3.00	LE/EECS 3421 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.
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.

Program notes for BAS: the following chart refers only to courses completed prior to entry to the BAS program.

BAS Program course	BAS course substitutes for Schulich courses complete prior to entering the program
AP/ADMS 1000 3.00	SB/MGMT 1000 3.00
AP/ADMS 1010 3.00	SB/MGMT 1010 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
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AP/ADMS 3530 3.00	AP/ECON 4400 3.00
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Program notes for BAS ITEC courses: the following chart refers only to courses completed prior to entry to the BAS program.

BAS ITEC program course	BAS ITEC program course substitutes if completed prior to entering the program
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AP/ITEC 2620 3.00	LE/EECS 1030 3.00
AP/ITEC 3220 3.00	LE/EECS 3421 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.
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.

Program notes for BAS: the following chart refers only to courses completed prior to entry to the BAS program.

BAS Program course	BAS course substitutes for Schulich courses complete prior to entering the program
AP/ADMS 1000 3.00	SB/MGMT 1000 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

Program Learning Outcomes:

Addition/ Removal of Courses

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

Course Number and Title	Add or Remove the course from the program?	Is the course <u>Required</u> or <u>Optional</u> ?	How will this course contribute to the program learning outcomes?
ADMS 4561 [Taxation Of Personal Income in Canada]	Add	Will now be required	<p>This is the second course in Tax. Previously students would take the third course in tax (Adms 4562) before taking this course. The course is also required by the CPA designation.</p> <p>The course is designed to assist the students to be able to:</p> <ol style="list-style-type: none"> 1. Explain and critique the policy objectives and legislative intent of the technical rules in the Income Tax Act as they apply to individuals and the corporations they own. 2. Explain what is involved in tax research (reading and interpreting the technical rules in the Act, taking into consideration judicial decisions and CRA pronouncements) and to be able to do basic tax research. 3. Apply Canadian income tax law and related planning concepts in problem and case settings involving individuals and the corporations they own. 4. Demonstrate improvement in their written and verbal communication skills and their use of excel spreadsheet software in solving tax problems.
ADMS 4562 [Corporate Taxation in Canada]	Remove	Will now be a choice course within major requirements	<p>This is the third course in TAX. Students will now have to take the first two tax courses before taking this course. It aims at facilitating students to achieve the following learning outcomes:</p> <ol style="list-style-type: none"> 1. To understand the policy objectives and legislative intent of the technical rules in the Income Tax Act as they apply to Canadian business activities and corporations. 2. To understand what is involved in tax research (reading and interpreting the technical rules in the Act, taking into consideration judicial decisions and CRA pronouncements). 3. To apply Canadian income tax law and related planning concepts in complex problem and case settings.

UDDLES Learning Outcomes BAS Accounting Specialization

Learning Outcomes	The Certificate is awarded to students who have demonstrated:	Learning Outcomes are achieved by:
1. Depth and Breadth of Knowledge	<ul style="list-style-type: none"> • They have developed knowledge of subject matter related to financial accounting, management accounting, Auditing, taxation and ethics. • Show an understanding and ability to apply the subject matter in hypothetical situations. • Apply the subject matter in real situations. • Assess the subject matter critically and analytically. • Discuss information with practical application. Identify issues, evaluate strengths and weaknesses of alternative solutions and make recommendations in business policy decisions • This Knowledge is also built on pre-requisite courses (or their equivalents) acquired in core course of the BAS 120 credit honors degree. 	<ul style="list-style-type: none"> • AP/ADMS 3510 3.00; • AP/ADMS 3520 3.00; • AP/ADMS 3585 3.00; • AP/ADMS 3595 3.00; • AP/ADMS 4515 3.00 or AP/ADMS 4551 3.00; • AP/ADMS 4561 3.00; • 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. • AP/ADMS 4590 3.00;
2. Knowledge of Methodologies	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • AP/ADMS 3510 3.00; • AP/ADMS 3520 3.00; • AP/ADMS 3585 3.00; • AP/ADMS 3595 3.00; • AP/ADMS 4515 3.00 or AP/ADMS 4551 3.00; • AP/ADMS 4561 3.00; • 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 • AP/ADMS 4590 3.00;
3. Level of Application of Knowledge	<ul style="list-style-type: none"> • 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. • Be able to evaluate both quantitative and qualitative factors, and questioning the underlying assumptions when solving problems. 	<ul style="list-style-type: none"> • AP/ADMS 3510 3.00; • AP/ADMS 3520 3.00; • AP/ADMS 3585 3.00; • AP/ADMS 3595 3.00; • AP/ADMS 4515 3.00 or AP/ADMS 4551 3.00; • AP/ADMS 4561 3.00; • 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 • AP/ADMS 4590 3.00;

4. Awareness of Limits of Knowledge	<ul style="list-style-type: none"> • Demonstrate an awareness of their own adaptability. • Demonstrate an awareness of situation and context adaptability. • 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 • Aware of the limitation of financial information for decision making purpose. 	<ul style="list-style-type: none"> • AP/ADMS 3510 3.00; • AP/ADMS 3520 3.00; • AP/ADMS 3585 3.00; • AP/ADMS 3595 3.00; • AP/ADMS 4515 3.00 or AP/ADMS 4551 3.00; • AP/ADMS 4561 3.00; • 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 • AP/ADMS 4590 3.00;
5. Level of Communication Skills	<ul style="list-style-type: none"> • 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. • Show exemplary communication patterns. • Provide leadership in coaching, training and supporting others. • Show an ability to influence people or organizations in relation to business policy. 	<ul style="list-style-type: none"> • AP/ADMS 3510 3.00; • AP/ADMS 3520 3.00; • AP/ADMS 3585 3.00; • AP/ADMS 3595 3.00; • AP/ADMS 4515 3.00 or AP/ADMS 4551 3.00; • AP/ADMS 4561 3.00; • 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 • AP/ADMS 4590 3.00;
6. Autonomy and Professional Capacity	<ul style="list-style-type: none"> • Exhibit exemplary planning and organizing skills both professionally and personally. • Provide leadership to others in similar capacities of a project manager. • Exhibit problem-solving, leading to a list of actions. • Make responsible choices among alternatives. • Provide continuous feedback and monitoring. • Demonstrate an awareness of situation, context and their own creativity <ul style="list-style-type: none"> • Understand the importance of team work and to work effectively in teams. • Demonstrate ability to exercise professional Judgment, Objectivity and Skepticism 	<ul style="list-style-type: none"> • AP/ADMS 4515 3.00 or AP/ADMS 4551 3.00; • AP/ADMS 4561 3.00; • 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 • AP/ADMS 4590 3.00

Confirmation of Consultation/Approval:

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

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

Has consultation been completed? (please check) **Yes** **Not applicable**
Is evidence of consultation attached? (please check) **Yes** **Not applicable**

School of Administrative Studies	Curriculum Committee	October 7, 2014
Faculty/Department/School	Name	Date
School of Administrative Studies	General School Forum	December 30, 2014
Faculty/Department/School	Name	Date
Click here to enter text.	Click here to enter text.	Click here to enter a date.
Faculty/Department/School	Name	Date

Faculty-level Curriculum Committee Submission Deadlines & Details

Fall Winter 2015/16, Summer 2016 Academic Sessions:

Complete proposal package deadline: **September 1, 2014.**

Proposals submitted after this date, and/or incomplete proposals, may not be processed for the academic sessions noted above. Early submissions are welcome and appreciated.

Complete proposal packages including all relevant documentation (i.e. evidence of consultation and library statements) should be submitted via email (apccps@yorku.ca) for faculty-level consideration.

Important Note:

In order to have changes included in the 2015-16 Undergraduate Calendar, changes MUST be approved by Senate by the February 2015 meeting.