

**Faculty of Liberal Arts and Professional Studies (LA&PS)**  
**School of Administrative Studies- Bachelor of Commerce (BCom)**  
**Specialized Honours- Business Technology Management Stream (2020/2021 Program Checklist)**

GENERAL EDUCATION - 21 Credits 21 credits at the 1000 level, chosen from 3 different general education categories	Credit	Complete or Incomplete	Grade	Notes
1) Humanities or Social Science:	9.00			
2) Humanities or Social Science (whichever is not taken in line 1):	6.00			
3) Natural Science:	6.00			
<b>Total General Education Credits</b>	<b>21.00</b>			
<b>MAJOR – 78 Credits</b>				
<b>Required Core – 45 Credits</b>				
AP/ADMS 1000 Introduction to Business	3.00			
AP/ADMS 1010 Exploring the Functions of Business	3.00			
AP/ECON 1000 Introduction to Microeconomics	3.00			
AP/ECON 1010 Introduction to Macroeconomics	3.00			
AP/ADMS 2200 Introductory Marketing	3.00			
AP/ADMS 2320 Business Statistics	3.00			
AP/ADMS 2400 Intro. to Organizational Behaviour	3.00			
AP/ADMS 2500 Intro. to Financial Accounting	3.00			
AP/ADMS 2510 Intro to Management Accounting	3.00			
AP/ADMS 2511 Management Information Systems	3.00			
AP/ADMS 2610 Elements of Law	3.00			
AP/ADMS 3351 Operations Management	3.00			
AP/ADMS 3530 Finance	3.00			
AP/ADMS 3660 Business Ethics & Corporate Responsibility	3.00			
AP/ADMS 4900 Management Policy Part 1	3.00			
<b>Business Technology Management Stream – 33 Credits</b>				
AP/ITEC 3221 Data and Information Management Systems	3.00			
AP/ADMS 3521 Management of e-Commerce Systems	3.00			
AP/ITEC 3011 Systems Analysis & Design	3.00			
AP/ITEC 4031 Business Process Management Systems	3.00			
AP/ITEC 3501 Project & Program Management in Info.	3.00			
AP/ADMS 4511 Management of Strategic Info. Systems	3.00			
AP/ADMS 4591 Business Technology Management Capstone	3.00			
AP/ADMS or AP/DEMS 3000 or 4000-level	3.00			
AP/ADMS or AP/DEMS 3000 or 4000-level	3.00			
<b>6 credits chosen from:</b> ADMS 3502 3.00, ADMS 3511 3.00, ADMS 4245 3.00, ADMS 4552 3.00	3.00 3.00			
<b>Total Major Credits</b>	<b>78.00</b>			
<b>Credits Outside the Major – at least 18 Credits</b>				
Course Outside ADMS:	6.00			
Course Outside ADMS:	6.00			
Course Outside ADMS:	6.00			
<b>Total Credits Outside the Major</b>	<b>18.00</b>			
<b>Free Choice: Any 3 Credit course (Could be extra ADMS courses)</b>	<b>3.00</b>			
<b>TOTAL DEGREE CREDITS</b>	<b>120.00</b>			

Additional Notes:

### **Requirement Checklist and Notes (To ensure graduation, each box must be checked 'completed')**

- 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.
- Upper-level Requirement: at least 36 credits at the 3000-4000 level. 18 credits must be at the 4000 level
- Cumulative grade point average of at least 5.0 and declared subject grade point average of at least 5.5

NOTE: For the **GENERAL EDUCATION** category, a minimum of 6.0 credits must be chosen from each of Humanities, Natural Science and Social Science. General Education courses are offered at the 1000 level. A maximum of 9 credits in Humanities and Social Science will count towards fulfillment of the General Education 21 credit requirements. For approved LA&PS General education courses go to [http://www.yorku.ca/laps/courses/gen\\_education.html](http://www.yorku.ca/laps/courses/gen_education.html)

### **IMPORTANT INFORMATION AND RESOURCES**

For an online version of your degree requirements, use the **Degree Progress Report** found here: [www.registrar.yorku.ca/mydegreeprogress](http://www.registrar.yorku.ca/mydegreeprogress)

**PLEASE NOTE:** This manual Degree Checklist is **only a guide** designed to assist students with degree requirements and course selection. It is not intended as the official confirmation of a student's eligibility to graduate as requirements may change from year to year. Satisfaction of all degree requirements will be officially determined by the Registrar's Office upon application to graduate. Students are advised to make sure they are following the correct degree requirements by checking the Undergraduate Calendar of the year in which they entered their program.

**Academic Calendars:** [calendars.registrar.yorku.ca](http://calendars.registrar.yorku.ca)

**Academic Advising:** School of Administrative Studies, 282 Atkinson Building  
416-736-5210, [apsas@yorku.ca](mailto:apsas@yorku.ca)  
<http://sas.laps.yorku.ca/>

LAPS Student Academic Advising Services, 103 Central Square  
416-736-5222, [laps@yorku.ca](mailto:laps@yorku.ca),  
[www.yorku.ca/laps/students/current\\_student\\_advising.html](http://www.yorku.ca/laps/students/current_student_advising.html)

**Registration & Fees:** Student Client Services, Bennett Centre for Student Services  
(416) 872-YORK (9675)  
[www.yorku.ca/scsweb](http://www.yorku.ca/scsweb)

**Other resources:** [yustart.info.yorku.ca/all-resources-a-z](http://yustart.info.yorku.ca/all-resources-a-z)