

**Faculty of Liberal Arts and Professional Studies- School of Administrative Studies**  
**Bachelor of Commerce (Specialized Honours)- Human Resources Stream**  
**Program Checklist for 2023-2024**

<b>GENERAL EDUCATION - 21 Credits</b> 21 credits at the 1000 level, chosen from 3 different general education categories	<b>Credit</b>	<b>Complete or Incomplete</b>	<b>Grade</b>	<b>Notes</b>
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	3.00			
AP/ADMS 4900 Management Policy Part 1	3.00			
<b>Human Resource Stream – 33 Credits</b>				
AP/HRM 2600 Human Resources Management	3.00			
AP/HRM 3400 Occupational Health and Safety	3.00			
AP/HRM 3410 Training and Development	3.00			
AP/HRM 3422 Industrial Relations	3.00			
AP/HRM 3470 Recruitment, Selection and Performance Appraisal of Personnel	3.00			
AP/HRM 3490 Compensation	3.00			
<b>15 credits at the 4000-level chosen from:</b>	3.00			
ADMS 4010 3.00, ADMS 4370 3.00, ADMS 4444 3.00, ADMS 4910 3.00, ADMS 4050 3.00, HRM 4410.00, HRM 4420 3.00, ADMS 4430 3.00, HRM 4440 3.00, ADMS 4460 3.00, HRM 4470 3.00, ADMS 4480 3.00, ADMS 4481 3.00, ADMS 4485 3.00, ADMS 4490 3.00, ADMS 4495 3.00	3.00			
<b>Total Major Credits</b>	<b>78.00</b>			
<b>Credits Outside the Major – at least 18 Credits – See NOTE on pg.2</b>				
Course Outside ADMS <u>or</u> HRM:	6.00			
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Course Outside ADMS <u>or</u> HRM:	6.00			
<b>Total Credits Outside the Major</b>	<b>18.00</b>			
Free Choice: Any 3 Credit course (Could be extra ADMS courses):	3.00			
<b>TOTAL DEGREE</b>	<b>120.00</b>			

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

1. 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).
2. Under the certification process, HRPAO requires an average of 70 per cent with the lowest acceptable grade in any required course of 65 per cent.

**Additional Notes:**

## Note

**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).

## 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 percent) 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 must be at the 3000 or 4000-level, including at least 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.

**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 Academic Calendar of the year in which they entered their program.

### Department & Academic Advising:

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**Registration & Fees:** Registrarial Services, Bennett Centre for Student Services (416) 872-YORK (9675)