

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Bookkeeping Essentials

2013

BKG1 Curriculum Modification for 2014-15

Fanshawe College

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DEGREE AUDIT CHANGE FORM

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COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"
Office of the Registrar

Program Requiring Changes

Program Title: Bookkeeping		
Program Number: BKG1	Date Submitted: 11/15/2013	
Dean responsible for program: Susan Cluett	Chair: Bruce Smith	
Credential Provided:		
<input checked="" type="checkbox"/> Local Certificate <input type="checkbox"/> Ont. College Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Adv. Diploma <input type="checkbox"/> Degree		
Program Intakes: <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S Other:	Catalogue Year(s) Impacted: 2014/15	
Residency Requirement: <input type="checkbox"/> Met or <input type="checkbox"/> Not Met	Date of Last Program Review: 6/19/2012	
<i>I have read the reasons for the change and...</i>		<i>Signature and date</i>
Dean of Faculty (responsible for program):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>Cluett Nov 26 / 13</i>
Dean of Faculty (impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Dean of Faculty (impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Associate Vice President Academic (required for major changes and late DAs):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>[Signature] 12/06/14</i>
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>Judy Gedeis Jan 3/14</i>
Office of the Registrar:	<input type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>[Signature]</i>

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JAN 07 2014

Office of the Registrar

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Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.

1.0 Describe proposed change(s). Complete Appendix A (if necessary) and amend SDAR (Refer to Appendix C).

Remove redundant Applied Simply Accounting course (ACCT-1029) that creates confusion for students via website and course guide.

2.0 Reason/Rationale for Changes

2.1 The reason for the change is based on:

- A recent program review
- College Advisory Committee feedback
- Program Advisory Committee feedback
- Student feedback
- KPI results
- Accreditation or other regulatory requirements
- Shared curriculum
- Trends in the field/industry
- Other (please describe):

2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- Yes
- No (If no, please explain)

2.3 What strategic goal(s) does the proposed change support?

- Goal 1 - Enrolment growth
- Goal 2 - Flexible delivery options
- Goal 3 - Premier student experience
- Goal 4 - Sustainable College life

3.0 Students

3.1 Will the change affect the cost of the program for students?

- Yes
- No

3.2 If yes, there will be an additional cost for:

- Materials (Include details):
- Equipment (Include details):
- Other (Please describe):

4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B)

- Yes
- No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

- No
- Yes (If yes, please explain)

5.0 Relationships with Other Programs

5.1 Is this course part of any other Fanshawe College program(s)?

- No
- Yes (If yes, please identify the other program(s) - ACC1 Accounting Certificate

5.2 What Schools/Campuses will be impacted by the proposed change?

- Tourism and Hospitality
- Information Technology
- Lawrence Kinlin School of Business
- Health Sciences
- Human Services
- Nursing
- Design
- Language and Liberal Studies
- Contemporary Media
- Building Technology
- Applied Sciences and Technology
- Transportation Technology
- Continuing Education
- Oxford County Campus
- James N. Allan Campus
- St. Thomas Campus

5.3 Will the change affect pathway agreements (e.g., bridging, internal articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions?

- No
- Yes (If yes, please explain)

5.4 What discussions have been initiated with these institutions regarding the changes?
N/A

6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- No
- Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- No
- Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- No
- Yes (If yes, please explain)

7.0 General College Requirements

7.1 Are changes consistent with Colleges policies/practices?

- Yes
- No (If no, please explain)

7.2 Total Program Hours after degree audit change 477

local certificate

7.2.1 Are these hours consistent with the requirements as listed below?

- Yes
- No (If no, please explain)

Local Certificate - 300 hours	Ontario College Certificate - 600 hours
Diploma - 1200 to 1400 hours	Advanced Diploma - 1800 to 2000 hours
Graduate Certificate - 600 hours	

7.3 Will the program meet the General Education requirements (Policy 2-B-02) as listed below?

- No
- Yes

Local Certificate, Ontario College Certificate and Graduate Certificate - none required)	Diploma - 3 required (minimum of 1 must be an elective)	Advanced Diploma - 4 required (minimum of 2 must be electives)
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7.4 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions.

No

Yes

Note: In accordance with POLICY NUMBER: 2-B-17 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program's credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

APPENDIX A: PROPOSED DEGREE AUDIT CHANGES (for CAE)

Course Code	Existing DA Courses	Total Hours	Total Credits	Discontinued Courses	Proposed Course Code	Proposed DA Courses	Total Hours	Total Credits
Level 1								
TOTAL						TOTAL		
Level 2								
TOTAL						TOTAL		
Level 3								
TOTAL						TOTAL		
Level 4								
TOTAL						TOTAL		
Level 5								
TOTAL						TOTAL		
Level 6								
TOTAL						TOTAL		

Degree Audit Report

Catalog: 2014/2015

Program: BKG1 **Name:** Bookkeeping
Department: BMG - Continuing Education
Academic Level: CE
CCD: 6 - Locally Determined-Min 300 Hrs
Credential: Certificate
Grade Scheme: LG2
Major: BKG1 - Bookkeeping **Div:** CED - Centre for Community Education
Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 31.00 **Residency Reqmt:** 8.00
GPA Requirement: 2.000 **Residency Reqmt GPA:** 2.000
Minimum Grade: D

Academic Requirement: BKG1.14 Bookkeeping

Major: BKG1
Grade Scheme: LG2
Minimum GPA: 2.000
Minimum Grade:

Subrequirement: Level 1

Group 1

TAKE ALL OF THE FOLLOWING MANDATORY COURSES:

		Total	Total	GE
		Hours	Credits	
ACCT-1004	Principles of Accounting 1	60.00	4.00	
ACCT-1011	Principles of Accounting II	75.00	5.00	
ACCT-1060	Payroll Administration	30.00	2.00	
ACCT-3022	Cost Accounting I	45.00	3.00	
FINA-3008	Personal Taxation	45.00	3.00	
FINA-3035	Business Tax	45.00	3.00	

Group 2

TAKE 1 OF THE FOLLOWING COURSES:

~~ACCT-1029~~ ACCT-1072 ACCT-3005 OR ACCT-1077

		Total	Total	GE
		Hours	Credits	
ACCT-1029	Applied Simply Accounting for Windows	30.00	2.00	<i>remove</i>
ACCT-1072	Applied Simply Accounting for Windows	42.00	3.00	
ACCT-3005	ACCPAC	45.00	3.00	
ACCT-1077	Applied QuickBooks	42.00	3.00	

Group 3

TAKE 3 OF THE FOLLOWING COURSES:

COMP-1090 COMP-1362

MATH-1052 MGMT-1021

		Total	Total	GE
		Hours	Credits	
COMP-1090	Business Microcomputer Applications	45.00	3.00	
COMP-1362	Excel Spreadsheets	45.00	3.00	
MATH-1052	Business Math	45.00	3.00	
MGMT-1021	Small Business Management I	45.00	3.00	

Subrequirement: Program Residency

Students Must Complete a Minimum of 8 credits in this

Degree Audit Report

program at Fanshawe College to meet the Program Residency requirement and graduate from this program

[Signature]
Approved By Chair/Manager:

Nov 26/13
Department and Date:

[Signature]
Approved by Dean:

Nov 26/13
Date:

General Education Approved By(as appropriate):

Date:

[Signature]
01/06/14