

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Business - Payroll and Bookkeeping

2017

BPB1 BPB2 Curriculum Modification for 2016-17

Fanshawe College

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CURRICULUM MODIFICATION REQUEST FORM

COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

Program Requiring Changes

Program Title: Business – Payroll and Bookkeeping Diploma		
Program Number: BPB1 / BPB	Date Submitted: 3/29/2017	
Dean responsible for program: David Belford	Chair: Mary Pierce	
Credential Provided: <input type="checkbox"/> Declaration of Academic Achievement <input type="checkbox"/> Local Certificate <input type="checkbox"/> Ontario College Certificate <input checked="" type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Grad Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Apprenticeship		
Program Intakes: <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> S Other:	Catalogue Year(s) Impacted: 2016-2017	
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met	Date of Last Program Review: 2017	
<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>D Belford</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	
Senior Vice President Academic (required for major changes and late DAs):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>MS</i> <i>May 26/17.</i>
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>Mary Gedeis May 28/17.</i>
Office of the Registrar:	<input type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	

*missing DA (signed) to
equates on system?*

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).

In 2015 a Degree Audit change was made to include ACCT-3012, Managerial Accounting, in the program. This change is set to take place beginning with the 2016/2017 Degree Audit. During the review of courses for the program review process currently underway for the BPB1 program, it was identified that the new course, ACCT-3012, is owned by the Woodstock campus, has not been taught in over 10 years and there are no materials or course site available for the course. The course was similarly titled to another course in the Kinlin School, ACCT-1015, Management Accounting, which is currently running and has spaces in the course for the small number of students in the BPB1 program without having to undergo a new curriculum development and run a course for a small number of students each semester. The program mapping will remain unaffected by the change.

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): Course owned by Woodstock; has not run in over ten years; no curriculum available for the course

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 and mark the changes in the mapping [e.g. red font])

- 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 Are any of the courses impacted by the change provided by another School (e.g., SLLS, LKSB) and/or delivered at another campus?

- No
- Yes

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

- School of Information Technology
- Lawrence Kinlin School of Business
- School of Tourism and Hospitality
- School of Health Sciences
- School of Human Services
- School of Nursing
- School of Public Safety
- School of Contemporary Media
- School of Design
- School of Language and Liberal Studies
- Norton Wolf School of Aviation Technology

- School of Applied Sciences and Technology
- Donald J. Smith School of Building Technology
- School of Transportation Technology
- Continuing Education
- Simcoe/Norfolk Regional Campus
- St Thomas/Elgin Regional Campus
- Woodstock/Oxford Regional Campus
- Huron/Bruce Regional Sites

5.3 Will the change affect pathway agreements (e.g., bridging, articulations, laddering, advanced standing) with other Fanshawe program(s) and/or other institution(s)?
(Refer to the pathway agreements listed here: <http://transferagreements.fanshawec.ca/>)

- No
- Yes (If yes, indicate when you will notify the other Fanshawe program(s) and/or other institution(s) and the Pathways Coordinator in the Centre for Academic Excellence of the change)

5.4 If this program is a Co-Operative Education program, will the proposed change impact Co-op?

- No
- Yes (If yes, consult with the Co-op office prior to submission)

6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- No
- Yes (If yes, please explain) It is expected that the change will allow students in the program to be enrolled in a similar course which is currently running for another program in the Kinlin School, and has available seats, thus saving the college from developing and staffing the previous course at less than capacity.

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?

- Yes
- No (If no, please explain)

7.2 Indicate:

- i) Total program hours before proposed change: _____ 1035 _____
- ii) Total program hours after proposed change: _____ 1035 _____
- iii) Level(s) in which the proposed change(s) occurs: _____ 3 _____

7.2.1 Are the total program 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 2100 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, advanced 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 CURRICULUM MODIFICATION

Course Code	Existing DA Courses	Total Hours	Total Credits	Proposed DA Courses	Course Code	Proposed DA Courses	Total Hours	Total Credits	
Level 1									
TOTAL		0	0				TOTAL	0	0
Level 2									
TOTAL		0	0				TOTAL	0	0
Level 3									
ACCT-1088	Payroll Compliance Legislation	3	45		ACCT-1088	Payroll Compliance Legislation	3	45	
ACCT-3015	Managerial Accounting	3	45		ACCT-1015	Management Accounting	3	45	
FINA-1037	Taxation	3	45		FINA-1037	Taxation	3	45	
LAWS-1052	Employment Law	3	45		LAWS-1052	Employment Law	3	45	
MGMT-3041	Organizational Behaviour	3	45		MGMT-3041	Organizational Behaviour	3	45	
TOTAL		15	225				TOTAL	15	225
Level 4									
TOTAL		0	0				TOTAL	0	0
Level 5									
TOTAL		0	0				TOTAL	0	0
Level 6									
TOTAL		0	0				TOTAL	0	0

PROGRAM TOTAL 69 1035

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APPENDIX A: PROPOSED CURRICULUM MODIFICATION

Course Code	Existing DA Courses	Total Hours	Total Credits	Existing DA Courses	Course Code	Proposed DA Courses	Total Hours	Total Credits	
Level 1									
TOTAL		0	0				TOTAL	0	0
Level 2									
TOTAL		0	0				TOTAL	0	0
Level 3									
ACCT-1088	Payroll Compliance Legislation	3	45		ACCT-1088	Payroll Compliance Legislation	3	45	
ACCT-3015	Managerial Accounting	3	45		ACCT-1015	Management Accounting	3	45	
FINA-1037	Taxation	3	45		FINA-1037	Taxation	3	45	
LAWS-1052	Employment Law	3	45		LAWS-1052	Employment Law	3	45	
MGMT-3041	Organizational Behaviour	3	45		MGMT-3041	Organizational Behaviour	3	45	
TOTAL		15	225				TOTAL	15	225
Level 4									
TOTAL		0	0				TOTAL	0	0
Level 5									
TOTAL		0	0				TOTAL	0	0
Level 6									
TOTAL		0	0				TOTAL	0	0

PROGRAM TOTAL 70 1036

PROGRAM TOTAL 70 1036



Management Accounting

Kinlin School of Business

Course Number: ACCT-1015	Co-Requisites: N/A	Pre-Requisites: acct-1004
Applicable Program(s): BLS1 - Business - Logistics and Supply Chain Management (BLS1-BUS-20167) BLS2 - Business - Logistics and Supply Chain Management (Co-op) (BLS2-BUS-20167)	Core/Elective: Core Core	
Prepared by:	Brett Blondia, Professor	
Approved by:	Mary Pierce, Chair	
Approval Date:	Thursday, August 25, 2016	
Approved for Academic Year:	2016-2017	
Normative Hours:	45.00	

Course Description

This introductory course emphasizes management accounting topics such as financial statement analysis, budgets, nature of costs etc. This will allow the student to understand the role of accounting in business and how accounting data is used in the decision making process.

Course Learning Outcomes

Upon successful completion of this course, you will be able to reliably demonstrate the following Course Learning Outcomes which will be taught and evaluated:

- 1.) Analyze financial statements and identify and describe changes in financial position.
- 2.) Distinguish between financial and managerial accounting, and classify and allocate costs.
- 3.) Describe and evaluate cost behavior and cost-volume relationships.
- 4.) Identify relevant costs for decision making and prepare appropriate analysis.
- 5.) Prepare a variety of budgets.
- 6.) Analyze managerial decision making techniques.

Essential Employability Skills

Upon successful completion of this course, you will be able to reliably demonstrate the following Essential Employability Skills (EES) which will be taught (Rank 1) and/or reinforced (Rank 2) and evaluated (Rank 3):

- EES 1 Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience. (Rank 2)
- EES 2 Respond to written, spoken or visual messages in a manner that ensures effective communication. (Rank 1, Rank 2, Rank 3)
- EES 3 Execute mathematical operations accurately. (Rank 1, Rank 2, Rank 3)
- EES 4 Apply a systematic approach to solve problems. (Rank 1, Rank 2, Rank 3)
- EES 5 Use a variety of thinking skills to anticipate and solve problems. (Rank 1, Rank 2, Rank 3)
- EES 7 Analyze, evaluate and apply relevant information from a variety of sources. (Rank 1, Rank 2, Rank 3)
- EES 8 Show respect for diverse opinions, values, belief systems and contributions of others. (Rank 2)
- EES 9 Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals. (Rank 2)
- EES 10 Manage the use of time and other resources to complete projects. (Rank 2, Rank 3)
- EES 11 Take responsibility for one's own actions, decisions and consequences. (Rank 2)

Relationship to Vocational Learning Outcomes

This course provides the opportunity for you to achieve the following Program Vocational Learning Outcomes (VLO) which will be taught and evaluated at an introductory (Rank 1), building (Rank 2) or culminating (Rank 3) level:

BLS1 - Business - Logistics and Supply Chain Management (BLS1-BUS-20167)

- VLO 3 contribute to plans and schedules, at various levels in an organization. (Rank 1, Rank 2)
- VLO 11 communicate effectively, orally and in writing, as required in a business culture (Rank 1)
- VLO 12 apply problem-solving and critical-thinking skills as required in logistics management. (Rank 1, Rank 2)
- VLO 15 apply basic knowledge of the interrelationships among the functional areas of business in logistics management. (Rank 1)

BLS2 - Business - Logistics and Supply Chain Management (Co-op) (BLS2-BUS-20167)

- VLO 3 contribute to plans and schedules, at various levels in an organization. (Rank 1, Rank 2)
- VLO 11 communicate effectively, orally and in writing, as required in a business culture. (Rank 1)
- VLO 12 apply problem-solving and critical-thinking skills as required in logistics management. (Rank 1, Rank 2)
- VLO 15 apply basic knowledge of the interrelationships among the functional areas of business in logistics management. (Rank 1)

Evaluation

The following list provides evidence of this course's learning achievements and the outcomes they validate:

Quiz(zes)/Test(s) (100%)

Validates Outcomes: CLO 1, CLO 2, CLO 3, CLO 4, CLO 5, CLO 6, EES 1, EES 2, EES 3, EES 4, EES 5, EES 7, EES 8, EES 9, EES 10, EES 11

BLS1 : VLO 3, VLO 11, VLO 12, VLO 15

BLS2 : VLO 3, VLO 11, VLO 12, VLO 15

Refer to the FOL course site for detailed description and evaluation criteria and/or rubrics that will be used to evaluate your course work.

Learning Resources to support the intended learning

Selected Chapters in Accounting, Wiley Plus*, Weygandt - Kimmel

ISBN: 978-111-919-63-03

*** Wiley Plus is optional; see professor for details.**

Learning Activities to support the intended learning

Lectures and in-class demonstrations will augment assigned text readings and practical assignments. It is strongly recommended that the chapters identified be read in advance and that points, which are unclear, be brought up in class at the appropriate time. Doing the assigned reading, participation in class discussion and doing the homework is critical to the success of this course.

Prior Learning Assessment and Recognition

If you intend to apply for prior learning assessment and recognition (PLAR) to earn college credits for learning and skills acquired through previous life and work experience, you will need to demonstrate competency at a post-secondary level in the course learning outcomes outlined above. The type of evaluation method used will be determined by a subject matter expert and evidence of intended learning will be demonstrated by a:

- Challenge Exam

College Grading

Final Grade	Mark Equivalent	Numeric Value	Final Grade	Mark Equivalent	Numeric Value
A+	90% - 100%	4.2	A	80% - 89%	4.0

B+	75% - 79%	3.5	B	70% - 74%	3.0
C+	65% - 69%	2.5	C	60% - 64%	2.0
D+	55% - 59%	1.5	D	50% - 54%	1.0
F	0% - 49%	0	P	Greater than 50	n/a
I	Incomplete	n/a	N	No credit achieved	n/a
W	Withdrawn	n/a	X	Audit Only	

Course Specific Information (i.e., practices and procedures)

School Related Information (i.e., practices and procedures)

MISSED EVALUATIONS:

A student must inform the instructor PRIOR to the commencement of a normally scheduled examination or test that he/she will be absent from the examination/test. Failure to do so will result in a mark of zero for that examination/test. If a student misses an evaluation due to exceptional circumstances, e.g. serious illness, bereavement, an opportunity may be provided to reschedule the evaluation. It is expected that the student has provided prior notification to the course Professor.

Immediately upon return from the absence during which an evaluation worth 20% or more was missed, the student is responsible for submitting a written request for a rescheduling opportunity to the course Professor. This request must state the reason(s) for the absence and be accompanied by appropriate supporting documentation. A form is available in the Lawrence Kinlin School of Business Office (B2015).

Rescheduled opportunities should be provided as soon as possible after the original date, depending on the circumstances. Most rescheduled examinations will be offered in the Testing Centre.

A fee of \$35, (determined annually by the Registrar's Office) shall be paid at the Registrar's Office for this rescheduling opportunity. The Registrar will provide a receipt to the student after the fee is paid. This receipt must be presented by the student to the Testing Centre before the student will be allowed to write the rescheduled examination.

For missed evaluations worth less than 25% but more than 10% the same form must be filled out but no fee is to be paid.

For missed evaluations worth 10% or less, the make-up of these evaluations is at the discretion of the professor. The request form must still be filled out but no fee is required.

College Related Information

Fanshawe College and the Fanshawe Student Union (FSU)

The College and FSU are committed to offering a high quality education, learning experience and student life to all who attend Fanshawe College. The principles set forth within the *Statement of Rights and Responsibilities* guide that commitment. For more information on the College and FSU responsibilities or Student rights and responsibilities visit: <http://www.fsu.ca/rights-responsibilities.php>

Policies

Fanshawe College has a number of academic and administrative policies that:

- define procedures to resolve complaints, launch academic appeals, and protect human rights;
- define the expectations the College has about student behavior and responsibilities, including sanctions which may be applied when offences occur and;
- provide information that can impact the college experience, including refund and withdrawal dates, or rules for academic progression.

It is important you are aware of the policies that apply to you, what they are about, and how to access them. College policies are available on the Fanshawe College web site at www.fanshawec.ca/policies and myFanshawe.

If you need assistance with policy information, contact Counselling and Accessibility Services, Fanshawe Student Union, School or Campus Office, or the Ombuds Office.

Student Services

Whether you're a new student looking for a peer-tutor to help you get a handle on a tough class or an experienced student looking for career counselling, take advantage of the many services available to you as a Fanshawe student at: <https://www.fanshawec.ca/student-life/student-services>

Office of the Registrar

For all admissions and registration related information, visit: <https://www.fanshawec.ca/admissions/registrar-office>

Legend

Terms

- ALO: Aboriginal Learning Outcome
- Apprenticeship LO: Apprenticeship Learning Outcome
- CLO: Course Learning Outcome
- DPLO: Degree Program Learning Outcome
- EES: Essential Employability Skill
- EOP: Element of Performance
- GELO: General Education Learning Outcome
- LO: Learning Outcome
- PC: Program Competency
- PLA: Prior Learning Assessment
- PLAR: Prior Learning Assessment and Recognition
- VLO: Vocational Learning Outcome

Assessment Levels

- Rank 1: Rank 1 - Introductory (VLO); Teach (EES)
- Rank 2: Rank 2 - Building (VLO); Reinforce (EES)
- Rank 3: Rank 3 - Culminating (VLO); Evaluate (EES)

COMMS - Vocational Learning Outcomes by Program, Level and Course

Program Name: Business - Payroll and Bookkeeping
 Program Code: BPB1 (BPB1-BUS-20167)
 Academic Year: 2016-2017
 Date Generated: 4/4/2017 3:07:26 PM
 Only Display Core Courses:

Level 1																
Course Number	Course Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ACCT-1100	Principles of Accounting 1	1			1	1										
BUSI-1060	Strategies for Success								1				1			
MATH-1052	Business Math			1	12							1	1	1		
MKTG-1012	Principles of Marketing 1							1								
MRT-1032	Reason & Writing - Business	1														

Level 2																
Course Number	Course Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ACCT-1011	Principles of Accounting 2	12	1		12	1	1		1							
ACCT-1097	Appl Comp App's Accounting 1	12	1		1	12	1	1	1		1					
ACCT-1098	Appl Comp App's Accounting 2	12			12	12		1	1		1		1	1	12	
COMM-3020	Professional Communication															
COMP-1332	Information Management					1			1							

Level 3																
Course Number	Course Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ACCT-1088	Payroll Compliance Legislation							1				1	1	1	1	1
ACCT-1037	Managerial Accounting Taxation			123	3											
LAWS-1052	Employment Law								123							

Level 4																
Course Number	Course Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ACCT-1087	Payroll Fundamentals 1	2			2	1			2		1	2	2	2	2	2
ACCT-3042	Payroll Fundamentals 2	3			2	2			2		2	2	3	3	3	3
ACCT-3052	Payroll Practicum															
BUSI-1002	Work Issues and Ethics							1	1							
BUSI-1070	Small Business Ownership		23		3		23	23								23
MGMT-3048									2							

Compensation & Benefits Admin																	
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Vocational Learning Outcomes

1	Maintain paper and electronic accounting records and prepare financial statements for sole proprietorships, partnerships, and corporations in accordance with Generally Accepted Accounting Principles.
2	Employ management accounting techniques in the planning, directing, and controlling of an enterprise.
3	Prepare routine tax returns for individuals ensuring compliance with relevant legislation and regulations.
4	Support the financial management of a business organization including the preparation of financial information by using relevant and current mathematical techniques.
5	Support the accounting functions including maintaining records and preparing financial statements and reports and processing payroll through the application of current and relevant computer skills and knowledge of accounting information systems.
6	Recognize the impact of the operations of functional areas of an organization on its financial performance.
7	Recognize, within the context of the Canadian business environment, the impact of factors such as economic variables, legislation, and ethics on business operations.
8	Support the accounting, human resource and payroll functions of an organization through the application of contemporary business communication practices and effective interpersonal skills.
9	Prepare, maintain, and communicate accurate information related to pensions administration.
10	Plan personal professional development to enhance knowledge of current issues, trends, and practices in the payroll profession.
11	Prepare, maintain, and communicate accurate information in compliance with all relevant employment legislation, law, policies and procedures for payroll, pensions, compensation and benefits.
12	Use current payroll legislation to prepare individual pay including remuneration and deductions to net pay.
13	Prepare payroll remittances and year end documentation for federal, provincial and third party stakeholders.
14	Process payroll and accounting source documents to complete an accounting cycle using appropriate technology.
15	Develop a comprehensive business plan for a payroll or bookkeeping business.

Legend

- Rank 1 Rank 1 - Introductory (VLO); Teach (EES)
- Rank 2 Rank 2 - Building (VLO); Reinforce (EES)
- Rank 3 Rank 3 - Culminating (VLO); Evaluate (EES)

COMMS - Vocational Learning Outcomes by Program, Level and Course

Program Name: Business - Payroll and Bookkeeping
 Program Code: BPP2 (BPP2-BUS-20167)
 Academic Year: 2016-2017
 Date Generated: 4/4/2017 3:08:31 PM
 Only Display Core Courses:

Level 1																
Course Number	Course Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ACCT-1100	Principles of Accounting 1	1			1	1			1				1			
BUSI-1060	Strategies for Success								1		2					
MATH-1052	Business Math			1	12								1	1		
MKTG-1012	Principles of Marketing 1							1								
WRIT-1032	Reason & Writing - Business	1														

Level 2																
Course Number	Course Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ACCT-1011	Principles of Accounting 2	12			12	1	1		1			1				
ACCT-1097	Appl Comp App's Accounting 1	12	1		1	12	1	1	1		1					
ACCT-1098	Appl Comp App's Accounting 2	12			12	12		1	1		1		1	1	12	
COMM-3020	Professional Communication															
COMP-1332	Information Management					1			1							

Level 3																
Course Number	Course Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ACCT-1088	Payroll Compliance Legislation							1				1	1	1	1	1
ACCT-1037	Managerial Accounting Taxation			123												
LAW-1052	Employment Law								123			123				

Level 4																
Course Number	Course Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
ACCT-1087	Payroll Fundamentals 1	2			2	1			2		1	2	2	2	2	2
ACCT-3042	Payroll Fundamentals 2	3			2	2			2		2	3	3	3	3	3
ACCT-3052	Payroll Practicum															
BUSI-1002	Work Issues and Ethics							1	1							
BUSI-1070	Small Business Ownership	23			23	23	23	23	2							23
MGMT-3048																

Compensation & Benefits Admin																				
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Vocational Learning Outcomes

1	Maintain paper and electronic accounting records and prepare financial statements for sole proprietorships, partnerships, and corporations in accordance with Generally Accepted Accounting Principles.
2	Employ management accounting techniques in the planning, directing, and controlling of an enterprise.
3	Prepare routine tax returns for individuals ensuring compliance with relevant legislation and regulations.
4	Support the financial management of a business organization including the preparation of financial information by using relevant and current mathematical techniques.
5	Support the accounting functions including maintaining records and preparing financial statements and reports and processing payroll through the application of current and relevant computer skills and knowledge of accounting information systems.
6	Recognize the impact of the operations of functional areas of an organization on its financial performance.
7	Recognize, within the context of the Canadian business environment, the impact of factors such as economic variables, legislation, and ethics on business operations.
8	Support the accounting, human resource and payroll functions of an organization through the application of contemporary business communication practices and effective interpersonal skills.
9	Prepare, maintain, and communicate accurate information related to pensions administration.
10	Plan personal professional development to enhance knowledge of current issues, trends, and practices in the payroll profession.
11	Prepare, maintain, and communicate accurate information in compliance with all relevant employment legislation, law, policies and procedures for payroll, pensions, compensation and benefits.
12	Use current payroll legislation to prepare individual pay including remuneration and deductions to net pay.
13	Prepare payroll remittances and year end documentation for federal, provincial and third party stakeholders.
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Legend

Rank 1	Rank 1 - Introductory (VLO); Teach (EES)
Rank 2	Rank 2 - Building (VLO); Reinforce (EES)
Rank 3	Rank 3 - Culminating (VLO); Evaluate (EES)

Degree Audit Report

Catalog: 2016/2017

Program: BPB1

Name: Business - Payroll and Bookkeeping

Department: BUS - Kinlin School of Business

Academic Level: PS

CCD: 8 - 4AcadSem/1200-1400hrs

Credential: Ontario College Diploma

Grade Scheme: LG2

Major: BPB1 - Business-Payroll & Bookkeeping

Div: BUS - Business and Management

Co-Op Indicator: N/A

Academic Program Requirement

Total Credits: 69.00

Residency Reqmt: 18.00

GPA Requirement: 2.000

Residency Reqmt GPA: 2.000

Minimum Grade: D

Academic Requirement: BPB1.16 Business - Payroll and Bookkeeping

Major: BPB1

Grade Scheme: LG2

Minimum GPA: 2.000

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-1100	Principles of Accounting 1	45.00	3.00	
BUSI-1005	Introduction to Business Processes	45.00	3.00	**
BUSI-1060	Strategies for Success	15.00	1.00	
MATH-1052	Business Math	45.00	3.00	
MKTG-1012	Principles of Marketing 1	45.00	3.00	
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-1011	Principles of Accounting 2	75.00	5.00	
COMP-1332	Information Management	45.00	3.00	
COMM-3020	Professional Communication	45.00	3.00	
ACCT-1098	Applied Computer App's for Accounting 2	45.00	3.00	
ACCT-1097	Applied Computer App's for Accounting 1	45.00	3.00	

Subrequirement: Level 3

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
FINA-1037	Taxation	45.00	3.00	
MGMT-3041	Organizational Behaviour	45.00	3.00	**
ACCT-1088	Payroll Compliance Legislation	45.00	3.00	
LAWS-1052	Employment Law	45.00	3.00	

Degree Audit Report

~~ACCT-3012~~

~~Managerial Accounting~~

45.00 3.00

ACCT-1015

Management Accounting

Subrequirement: Level 4

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-3042	Payroll Fundamentals 2	45.00	3.00	
BUSI-1002	Work Issues & Ethics	45.00	3.00	
BUSI-1070	Small Business Ownership	45.00	3.00	
MGMT-3048	Compensation & Benefits Administration	45.00	3.00	
ACCT-1087	Payroll Fundamentals 1	45.00	3.00	
ACCT-3052	Payroll Practicum	45.00	3.00	

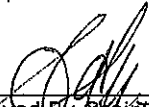
Subrequirement: Gen Ed - Electives

Take 3 General Education Credits -

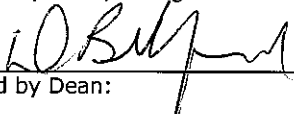
Normally taken in Level 3

Subrequirement: Program Residency

Students Must Complete a Minimum of 18 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program


 Approved By Chair/Manager:

LKSB, June 7, 2017
 Department and Date:


 Approved by Dean:

June 7, 2017
 Date:

General Education Approved By(as appropriate):

Date:

TG
 June 12/17

Degree Audit Report

Catalog: 2016/2017

Program: BPB2 **Name:** Business - Payroll and Bookkeeping (Co-op)

Department: BUS - Kinlin School of Business

Academic Level: PS

CCD: 8 - 4AcadSem/1200-1400hrs

Credential: Ontario College Diploma

Grade Scheme: LG2

Major: BPB1 - Business-Payroll & Bookkeeping **Div:** BUS - Business and Management

Co-Op Indicator: Mandatory Co-op

Academic Program Requirement

Total Credits: 70.00 **Residency Reqmt:** 18.00

GPA Requirement: 2.000 **Residency Reqmt GPA:** 2.000

Minimum Grade: D

Academic Requirement: BPB2.16 Business - Payroll and Bookkeeping - (Co-Op)

Major: BPB1

Grade Scheme: LG2

Minimum GPA: 2.000

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-1100	Principles of Accounting 1	45.00	3.00	
BUSI-1005	Introduction to Business Processes	45.00	3.00	**
BUSI-1060	Strategies for Success	15.00	1.00	
MATH-1052	Business Math	45.00	3.00	
MKTG-1012	Principles of Marketing 1	45.00	3.00	
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
COOP-1020	Co-operative Education Employment Prep	6.00	1.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-1011	Principles of Accounting 2	75.00	5.00	
COMP-1332	Information Management	45.00	3.00	
COMM-3020	Professional Communication	45.00	3.00	
ACCT-1098	Applied Computer App's for Accounting 2	45.00	3.00	
ACCT-1097	Applied Computer App's for Accounting 1	45.00	3.00	

Subrequirement: Level 3

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
FINA-1037	Taxation	45.00	3.00	
MGMT-3041	Organizational Behaviour	45.00	3.00	**
ACCT-1088	Payroll Compliance Legislation	45.00	3.00	

Degree Audit Report

LAWS-1052

~~ACCT-3012~~

Acct-1015

Employment Law 45.00 3.00
~~Managerial Accounting~~ 45.00 3.00

Management Accounting

Subrequirement: Level 4

Take all of the following Mandatory Courses:

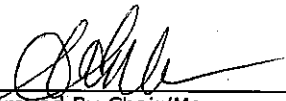
		Total Hours	Total Credits	GE
ACCT-3042	Payroll Fundamentals 2	45.00	3.00	
BUSI-1002	Work Issues & Ethics	45.00	3.00	
BUSI-1070	Small Business Ownership	45.00	3.00	
MGMT-3048	Compensation & Benefits Administration	45.00	3.00	
ACCT-1087	Payroll Fundamentals 1	45.00	3.00	
ACCT-3052	Payroll Practicum	45.00	3.00	

Subrequirement: Gen Ed - Electives

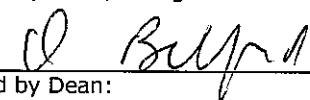
Take 3 General Education Credits -
 Normally taken in Level 3

Subrequirement: Program Residency

Students Must Complete a Minimum of 18 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program


 Approved By Chair/Manager:

LKS B, June 7, 2017
 Department and Date:


 Approved by Dean:

June 7, 2017
 Date:

General Education Approved By(as appropriate):

Date:

TG
 June 12/17