

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Business - Payroll and Bookkeeping

2014

BPB2 Curriculum Modification for 2015

Fanshawe College

Follow this and additional works at: https://first.fanshawec.ca/cae_business_businesspayroll_documentation

DEGREE AUDIT CHANGE FORM

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

Program Requiring Changes

Program Title: All programs are co-op Business- Accounting; Business-Marketing; Business-Logistics and Supply Chain; Business-Payroll and Bookkeeping; Business; Business-Finance		
Program Number: BAC4; BMK2; BLS2; BPB2; BUS2; BFN5	Date Submitted: 11/18/2014	
Dean responsible for program: David Belford	Chair: Mary Pierce	
Credential Provided: <input type="checkbox"/> Local Certificate <input type="checkbox"/> Ont. College Certificate <input checked="" 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: 2015	
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met	Date of Last Program Review: Click here to enter a date.	
<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>David 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	
Associate Vice President Academic (required for major changes and late DAs):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	<i>Mary Pierce 12/22/14</i>
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>Judy Geddes Dec 22/14</i>
Office of the Registrar:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	<i>Jim Call</i>

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).

At the request of Darlene O'Neill, (title and department), the preparatory co-op course, Co-Op-1020, is being moved from level 2 to level 1.

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): This will ensure students have adequate time to prepare for their co-op placement. Please see attached email from Darlene O'Neill supporting the change.

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 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?

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, articulations, laddering, advance standing) with other Fanshawe programs and/or other institutions? (Refer to the pathway agreements listed here: <http://transferagreements.fanshawec.ca/>)

No

Yes (If yes, please explain)

5.4 What discussions have been initiated with these programs/institutions regarding the changes? This change was requested by the Co-Op office. The Chair consulted with

coordinators of all co-op programs to discuss the request and feedback was provided by coordinators. Support for the change was given by the coordinators as the change is projected to positively contribute to the student experience at Fanshawe.

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) Co-op Office is requesting the change

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 Indicate:

- i) Total program hours before proposed change: Hours are not affected
 ii) Total program hours after proposed change: Hours are not affected
 iii) Level(s) in which the proposed change(s) occurs: 1

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 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).

Schwerzmann, Lisa

From: Pierce, Mary
Sent: Tuesday, November 11, 2014 11:39 AM
To: Schwerzmann, Lisa
Subject: FW: Change to co-op 1020

To attach to the DA's

Mary Pierce,
Chair

Lawrence Kinlin School of Business
1001 Fanshawe College Blvd. London, ON N5Y 5R6
T 519.452.4430 x4007 | F 519.659.9522
Office – Room B2015
mpierce@fanshawec.ca
www.fanshawec.ca



From: O'Neill, Darlene
Sent: Tuesday, November 11, 2014 9:17 AM
To: Gedies, Tracy
Cc: Pierce, Mary
Subject: Change to co-op 1020

Hi Tracy

I support the move of Coop 1020 from level 2 to level one of all business coop programs.

Have a great day!

Darlene
Darlene O'Neill
Manager, Employment and Student Entrepreneurial Services
Room D1063
1001 Fanshawe College Boulevard, P.O. 7005
London, ON, Canada N5Y 5R6
Tel: 519 – 452- 4294 ext 4022 Fax 519-453-7115
Cell: 519-777-1095
doneill@fanshawec.ca



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M. S. B. Shah
28. Oct. 2014

NO CHANGES

Degree Audit Report

Catalog: 2015/2016

Program: BLS2
Department: BUS - Kinlin School of Business
Academic Level: PS
CCD: 8 - 4AcadSem/1200-1400hrs
Credential: Ontario College Diploma
Grade Scheme: LG2
Major: BLS1 - Business-Logistics & Supply
Co-Op Indicator: Mandatory Co-op

Name: Business - Logistics and Supply Chain Management (Co-op)
Div: BUS - Business and Management

Academic Program Requirement

Total Credits: 72.00
GPA Requirement: 2.000
Minimum Grade: D
Residency Reqmt: 18.00
Residency Reqmt GPA: 2.000

Academic Requirement: BPR4.14 Business - Purchasing

Major: BPR3
Grade Scheme: LG2
Minimum GPA: 2.000
Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

See separate change note

		Total Hours	Total Credits	GE
BUSI-1005	Introduction to Business Processes	45.00	3.00	**
ACCT-1004	Principles of Accounting 1	60.00	4.00	
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
MKTG-1012	Principles of Marketing 1	45.00	3.00	
MATH-1052	Business Math	45.00	3.00	
BUSI-1060	Strategies for Success	15.00	1.00	

Subrequirement: Level 2

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
PRCH-1012	Purchasing & SCM	45.00	3.00	
ECON-1019	Contemporary Issues in Economics	45.00	3.00	**
ACCT-1015	Management Accounting	45.00	3.00	
MGMT-3041	Organizational Behaviour	45.00	3.00	**
COMP-3077	Excel for Business-Adv	45.00	3.00	
COOP-1020	Co-operative Education Employment Prep	6.00	1.00	

Subrequirement: Level 3

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-3058	Retail Management & e-Commerce	45.00	3.00	
MGMT-3011	Project Management	45.00	3.00	

Degree Audit Report

MATH-1175	Financial Math	45.00	3.00
MGMT-3068	Transportation in SCM	45.00	3.00
COMM-3020	Professional Communication	45.00	3.00
MGMT-3069	Operations Management	45.00	3.00

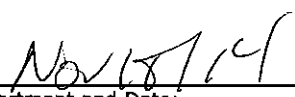
Subrequirement: Level 4

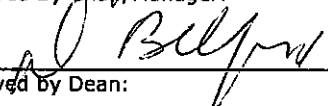
Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
PRCH-3019	Logistics Management	45.00	3.00	
MGMT-3070	Negotiation Principles	45.00	3.00	
LAWS-3016	Purchasing Contract Law	45.00	3.00	
PRCH-3014	Access for Operations	45.00	3.00	
PRCH-3020	Public Sector SCM	45.00	3.00	
PRCH-3018	Strategic Business Planning-SCM	45.00	3.00	

Subrequirement: Gen Ed - ElectivesTake 3 General Education Credits -
Normally taken in Level 2**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:


 Department and Date:


 Approved by Dean:


 Date:

General Education Approved By(as appropriate):

 Date:


 12/22/14

Degree Audit Report

No Change
Alvin

Catalog: 2015/2016

Program: BUS2
Department: BUS - Kinlin School of Business
Academic Level: PS
CCD: 8 - 4AcadSem/1200-1400hrs
Credential: Ontario College Diploma

Name: Business (Co-op)

Alvin Wiseman
PROG. COORDINATOR

Grade Scheme: LG2
Major: BUS1 - Business
Co-Op Indicator: Mandatory Co-op

Div: BUS - Business and Management

Academic Program Requirement

Total Credits: 71.00 **Residency Reqmt:** 18.00
GPA Requirement: 2.000 **Residency Reqmt GPA:** 2.000
Minimum Grade: D

Academic Requirement: BUS2.15 Business

Major: BUS1
Grade Scheme: LG2
Minimum GPA: 2.000
Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

see separate charge note

		Total Hours	Total Credits	GE
ACCT-1004	Principles of Accounting 1	60.00	4.00	
MATH-1052	Business Math	45.00	3.00	
BUSI-1060	Strategies for Success	15.00	1.00	
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
MKTG-1012	Principles of Marketing 1	45.00	3.00	
BUSI-1005	Introduction to Business Processes	45.00	3.00	**

Subrequirement: Level 2

Gen Ed - Take a 3 credit General Education elective course
Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
COMP-3077	Excel for Business-Adv	45.00	3.00	
MATH-1175	Financial Math	45.00	3.00	
BUSI-1099	Customer Relations	45.00	3.00	
COOP-1020	Co-operative Education Employment Prep	6.00	1.00	
BUSI-1068	Effective Meetings & Presentations	45.00	3.00	
MGMT-1209	Corporate Social Responsibility & Ethics	45.00	3.00	

Subrequirement: Level 3

Take all of the following Mandatory Courses:

Degree Audit Report

		Total Hours	Total Credits	GE
ECON-1005	Economics 2	45.00	3.00	**
FINA-1031	Financial Management Applications	45.00	3.00	
COMM-3020	Professional Communication	45.00	3.00	
LAWS-3018	Ethics and Law	45.00	3.00	
MKTG-1028	Secondary Market Research	45.00	3.00	

Subrequirement: Level 4

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-3005	Strategic HR Management	45.00	3.00	
BUSI-1070	Small Business Ownership	45.00	3.00	
MGMT-3011	Project Management	45.00	3.00	
MGMT-3041	Organizational Behaviour	45.00	3.00	**

Subrequirement: Electives

Take 3 of the following courses:

ACCT-1011 ACCT-1068 ACCT-1069 BUSI-1071
 BUSI-1092 BUSI-3004 BUSI-3013 BUSI-3014
 BUSI-3022 BUSI-3023 BUSI-3028 COMP-1413
 ECON-1002 FDMG-1039 FINA-1004 FINA-1037
 INSR-1001 MATH-1080 MGMT-3053 MGMT-3058
 MKTG-1054 MKTG-3007

		Total Hours	Total Credits	GE
ACCT-1011	Principles of Accounting 2	75.00	5.00	
ACCT-1068	Introduction to Payroll	45.00	3.00	
ACCT-1069	Quickbooks	45.00	3.00	
BUSI-1071	The Business of Real Estate	45.00	3.00	
BUSI-1092	The Greening of Business	45.00	3.00	
BUSI-3004	Critical Thinking	45.00	3.00	
BUSI-3013	Small Business Entrepreneurship	45.00	3.00	
BUSI-3014	Small Business Simulation	45.00	3.00	
BUSI-3022	Foreign Exchange Peer Project	30.00	2.00	
BUSI-3023	Foreign Exchange Language Studies	45.00	3.00	
BUSI-3028	International Business	45.00	3.00	
COMP-1413	Adobe Suite for Business	45.00	3.00	
ECON-1002	Economics 1	45.00	3.00	**
FDMG-1039	Dining for Professional Success	45.00	3.00	**
FINA-1004	Finance 1	45.00	3.00	
FINA-1037	Taxation	45.00	3.00	
INSR-1001	Fundamentals of Insurance	60.00	4.00	
MATH-1080	Statistics for Marketing	45.00	3.00	
MGMT-3053	Supervisory Management	45.00	3.00	
MGMT-3058	Retail Management & e-Commerce	45.00	3.00	
MKTG-1054	Principles of Advertising & Branding	45.00	3.00	
MKTG-3007	Selling Fundamentals	60.00	4.00	

Subrequirement: Gen Ed - Electives

Degree Audit Report

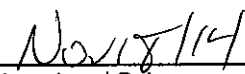
Normally taken in Level 2

Subrequirement: Program Residency

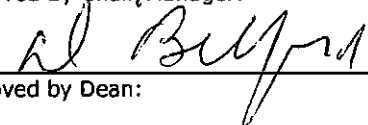
Students Must Complete a Minimum of 18 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program



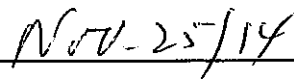
Approved By Chair/Manager:



Department and Date:



Approved by Dean:



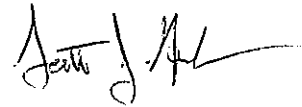
Date:

General Education Approved By(as appropriate):

Date:


12/22/14

No Charges



Degree Audit Report

Catalog: 2014/2015

Program: BMK2

Name: Business - Marketing (Co-op)

Department: BUS - Kinlin School of Business

Academic Level: PS

CCD: 8 - 4AcadSem/1200-1400hrs

Credential: Ontario College Diploma

Grade Scheme: LG2

Major: BMK1 - Business - Marketing

Div: BUS - Business and Management

Co-Op Indicator: Mandatory Co-op

Academic Program Requirement

Total Credits: 75.00

Residency Reqmt: 19.00

GPA Requirement: 2.000

Residency Reqmt GPA: 2.000

Minimum Grade: D

Academic Requirement: BMK2.14 Business - Marketing

Major: BMK1

Grade Scheme: LG2

Minimum GPA: 2.000

Minimum Grade:

Subrequirement: Level 1

Take all of the following Mandatory Courses:

Subsequent change note

		Total Hours	Total Credits	GE
ACCT-1004	Principles of Accounting 1	60.00	4.00	
WRIT-1032	Reason & Writing - Business 1	45.00	3.00	
MKTG-1012	Principles of Marketing 1	45.00	3.00	
MATH-1052	Business Math	45.00	3.00	
BUSI-1060	Strategies for Success	15.00	1.00	
BUSI-1005	Introduction to Business Processes	45.00	3.00	**

Subrequirement: Level 2

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MKTG-1028	Secondary Market Research	45.00	3.00	
MKTG-1054	Principles of Advertising & Branding	45.00	3.00	
MKTG-1020	Marketing Presentations	30.00	2.00	
COMP-3077	Excel for Business-Adv	45.00	3.00	
COOP-1020	Co-operative Education Employment Prep	6.00	1.00	
ECON-1005	Economics 2	45.00	3.00	**

Subrequirement: Level 3

Take all of the following Mandatory Courses:

Group 1

Total Total GE

Degree Audit Report

		Hours	Credits
COMM-3020	Professional Communication	45.00	3.00
MKTG-3033	Advertising: Emerging & Traditional	60.00	4.00
MKTG-3007	Selling Fundamentals	60.00	4.00
MKTG-1055	Marketing Metrics	45.00	3.00
COMP-1413	Adobe Suite for Business	45.00	3.00

Group 2

Take MGMT-1209 or ECON-1002

		Total Hours	Total Credits	GE
MGMT-1209	Corporate Social Responsibility & Ethics	45.00	3.00	
ECON-1002	Economics 1	45.00	3.00	**

Subrequirement: Level 4

Gen Ed - Take a 3 credit General Education elective course

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
MGMT-3067	Small Business Management	45.00	3.00	
MKTG-3032	Strategic Marketing & Marketing Plan	45.00	3.00	
MATH-1080	Statistics for Marketing	45.00	3.00	
MGMT-3041	Organizational Behaviour	45.00	3.00	**
MKTG-1056	Sports, Entertainment & Event Marketing	30.00	2.00	
MGMT-3058	Retail Management & e-Commerce	45.00	3.00	

Subrequirement: Gen Ed - Electives

Take 6 General Education Credits -

Normally taken in Levels 2 and 4


Subrequirement: Program Residency


Students Must Complete a Minimum of 19 credits in this

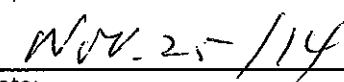
program at Fanshawe College to meet the Program Residency

requirement and graduate from this program


 Approved By Chair/Manager:



 Approved by Dean:


 Department and Date:


 Date:

General Education Approved By(as appropriate):

Date:


 (2/22/4)

Degree Audit Report

No change
[Signature]
11/19/14

Catalog: 2015/2016

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: 71.00

Residency Reqmt: 18.00

GPA Requirement: 2.000

Residency Reqmt GPA: 2.000

Minimum Grade: D

Academic Requirement: BPB2.15 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-1004	Principles of Accounting 1	60.00	4.00	
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	
ACCT-1092	Simply Accounting	45.00	3.00	
ACCT-1088	Payroll Compliance Legislation	45.00	3.00	
COMP-1332	Information Management	45.00	3.00	
COMM-3020	Professional Communication	45.00	3.00	
COOP-1020	Co-operative Education Employment Prep	6.00	1.00	

Subrequirement: Level 3

Take all of the following Mandatory Courses:

		Total Hours	Total Credits	GE
ACCT-1069	Quickbooks	45.00	3.00	
ACCT-1087	Payroll Fundamentals 1	45.00	3.00	
ACCT-3022	Cost Accounting 1	45.00	3.00	

COMP-3077	Excel for Business-Adv	45.00	3.00	
FINA-1037	Taxation	45.00	3.00	
MGMT-3041	Organizational Behaviour	45.00	3.00	**

Subrequirement: Level 4

Gen Ed - Take a 3 credit General Education elective course
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 and Ethics	45.00	3.00	
LAWS-1052	Employment Law	45.00	3.00	
BUSI-1070	Small Business Ownership	45.00	3.00	
MGMT-3048	Compensation & Benefits Administration	45.00	3.00	

Subrequirement: Gen Ed - Electives

Take 3 General Education Credits -
Normally taken in Level 4

Subrequirement: Program Residency

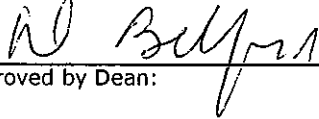
Students Must Complete a Minimum of 18 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program



Approved By Chair/Manager:

LKSB - Nov 19, 2014

Department and Date:



Approved by Dean:

Nov. 25/14

Date:

General Education Approved By(as appropriate):

Date:


12/24/14