

Fanshawe College

FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

Documentation (Approvals etc...)

Business - Payroll and Bookkeeping

2012

FANS 01293 Business - Payroll and Bookkeeping - CVS Application

Fanshawe College

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ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY

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APPLICATION FOR PROGRAM VALIDATION

This proposal will be sent to MTCU for Approval for Funding YES NO

1. College: Fanshawe College
2. College contact person responsible for this proposal: Name: Penny Parker, CGA, MBA Title: Coordinator, Business-Accounting Lawrence Kinlin School of Business Telephone: 519-452-4430 Ext: 4395 Electronic mail: pparker@fanshawec.ca
3. Proposed Program Title: Business-Payroll and Bookkeeping
4. Proposed Credential: (please indicate below) Local Board Approved Certificate <input type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Ontario College Diploma x Ontario College Advanced Diploma <input type="checkbox"/> Ontario College Graduate Certificate
5. Proposed Program Outcomes: Please complete and attach the two Program Maps (Appendix A - Form 1 and Form 2)
6. Proposed Program Description: Please complete and attach the Program Description Form (Appendix B)
7. Proposed Program Curriculum: Please complete and attach the Program Curriculum Form (Appendix C)
8. Date of Submission: May 24, 2012
9. Date of CVS Response: May 31, 2012
10. Validation Decision: <input type="checkbox"/> Proposal Validated (APS Number: FANS 01293)
Signed on behalf of CVS: Tim Klassen

Send the completed form and required appendices to: klassen@collegecvs.on.ca For detailed information on how to complete the Application for Program Validation, please refer to the Instructions for Submission document. For any additional information contact: College Credential Validation Service, 655 Bay Street, Suite 400, Toronto, ON M5G 2K4; or by telephone at (416) 596-8799



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APPENDIX A - PROGRAM MAPS

(Vocational Program Outcomes & Essential Employability Skills Outcomes)

Vocational Program Learning Outcomes:

Form 1(attached) is provided to assist you in mapping your proposed program vocational learning outcomes against existing vocational outcomes found in either Provincial Program Standards or in Provincial Program Descriptions.

Where there is a relevant Provincial Program Standard, the approved Vocational Learning Outcomes must appear in the first column, followed by your proposed program vocational learning outcomes.

Where there are no Provincial Program Standards, the first column will contain program outcomes from the Provincial Program Description. Again, your proposed program vocational learning outcomes will be added in the middle column.

NOTE: Both these types of documents can be obtained from staff at the CVS or at the Colleges Branch, MTCU.

The last column will contain a list of the relevant curriculum proposed in your program to address the outcome in a manner that ensures the graduate will have reliably demonstrated the required skill or ability. Course numbers or course codes, corresponding to those provided in your list of courses (Appendix C), are sufficient in this column.

Essential Employability Skills Outcomes:

A mapping of the Essential Employability Skills (EES) will be done on Form 2 (attached).

The instructions / requirements for this map are the same as for the Vocational Program Map. The first three columns contain the approved skill categories, the defining skills, and the EES learning outcomes. The last column will contain the proposed curriculum (as listed in Appendix C) that will ensure the meeting of these outcomes.



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APPENDIX A - PROGRAM MAPS
Form 1 - Vocational Program Outcomes

PROVINCIAL PROGRAM STANDARD VOCATIONAL LEARNING OUTCOMES / PROVINCIAL PROGRAM DESCRIPTION OUTCOMES MTCU 50104-Accounting and Payroll	PROPOSED PROGRAM VOCATIONAL LEARNING OUTCOMES	COURSE TITLE / COURSE CODE (From Appendix C)
1. Maintain paper and electronic accounting records and prepare financial statements for sole proprietorships, partnerships, and corporations in accordance with Generally Accepted Accounting Principles.	1. Maintain paper and electronic accounting records and prepare financial statements for sole proprietorships, partnerships, and corporations in accordance with Generally Accepted Accounting Principles.	ACCT-1004 Principles of Accounting I ACCT-1011 Principles of Accounting II ACCT-1092 Simply Accounting ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I COMM-3077 Excel for Business – Adv. FINA-1037 Taxation ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3048 Compensation & Benefits Admin.
2. Employ management accounting techniques in the planning, directing, and controlling of an enterprise.	2. Employ management accounting techniques in the planning, directing, and controlling of an enterprise.	ACCT-1004 Principles of Accounting I BUSI-1005 Introduction to Business Processes MATH-1052 Business Mathematics

		ACCT-1011 Principles of Accounting II COMM-3020 Professional Communications COMP-1332 Information Management ACCT-3022 Cost Accounting BUSI-1070 Small Business Ownership
3. Prepare routine tax returns for individuals ensuring compliance with relevant legislation and regulations.	3. Prepare routine tax returns for individuals ensuring compliance with relevant legislation and regulations.	ACCT-1004 Principles of Accounting I MATH-1052 Business Mathematics ACCT-1011 Principles of Accounting II COMP-1332 Information Management FINA-1037 Taxation
4. Use mathematical techniques to support the financial management of a business organization including the preparation of financial information.	4. Support the financial management of a business organization including the preparation of financial information by using relevant and current mathematical techniques.	ACCT-1004 Principles of Accounting I MATH-1052 Business Mathematics ACCT-1011 Principles of Accounting II ACCT-1087 Payroll Fundamentals I COMP-3077 Excel for Business – Adv. FINA-1037 Taxation ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3048 Compensation & Benefits Admin.
5. Apply computer skills and knowledge of accounting information systems to support the accounting function including maintaining accounting records and preparing financial statements and reports and processing payroll.	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.	ACCT-1011 Principles of Accounting II ACCT-1092 Simply Accounting COMP-1332 Information Management ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I COMP-3077 Excel for Business-Adv. ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II MGMT-3048 Compensation & Benefits Admin.

<p>6. Recognize the impact of the operations of functional areas of an organization on its financial performance.</p>	<p>6. Recognize the impact of the operations of functional areas of an organization on its financial performance.</p>	<p>ACCT-1004 Principles of Accounting I BUSI-1005 Introduction to Business Processes MKTG-1012 Principles of Marketing I ACCT-1011 Principles of Accounting II COMP-1332 Information Management BUSI-1002 Workplace Issues & Ethics ACCT-3022 Cost Accounting BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour</p>
<p>7. Recognize, within the context of the Canadian business environment, the impact of factors such as economic variables, legislation, and ethics on business operations.</p>	<p>7. Recognize, within the context of the Canadian business environment, the impact of factors such as economic variables, legislation, and ethics on business operations.</p>	<p>BUSI-1005 Introduction to Business Processes MKTG-1012 Principles of Marketing I ACCT-1088 Payroll Compliance Legislation BUSI-1002 Workplace Issues & Ethics LAWS-1052 Employment Law BUSI -1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits Admin.</p>
<p>8. Apply contemporary business communication practices and effective interpersonal skills to support the accounting, human resource, and payroll functions.</p>	<p>8. Support the accounting, human resource and payroll functions of an organization through the application of contemporary business communication practices and effective interpersonal skills.</p>	<p>BUSI-1005 Introduction to Business Processes BUSI-1060 Strategies for Success WRIT-1032 Reason & Writing COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1087 Payroll Fundamentals I BUSI-1002 Workplace Issues & Ethics ACCT-3042 Payroll Fundamentals II MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits Admin.</p>

<p>9. Prepare, maintain, and communicate accurate information related to pension administration.</p>	<p>9. Prepare, maintain, and communicate accurate information related to pensions administration.</p>	<p>MATH-1052 Business Math WRIT-1032 Reason & Writing ACCT-1088 Payroll Compliance Legislation COMM-3020 Professional Communications COMP-1332 Information Management LAWS-1052 Employment Law ACCT-3042 Payroll Fundamentals II MGMT-3048 Compensation & Benefits Admin.</p>
<p>10. Plan personal professional development to enhance knowledge of current issues, trends, and practices in the payroll profession.</p>	<p>10. Plan personal professional development to enhance knowledge of current issues, trends, and practices in the payroll profession.</p>	<p>BUSI-1060 Strategies for Success WRIT-1032 Reason & Writing COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1087 Payroll Fundamentals I ACCT-3042 Payroll Fundamentals II MGMT-3048 Compensation & Benefits Admin.</p>
<p>11. Prepare, maintain, and communicate accurate information in compliance with all relevant employment legislation, law, policies and procedures for payroll, pensions, compensation and benefits</p>	<p>11. Prepare, maintain, and communicate accurate information in compliance with all relevant employment legislation, law, policies and procedures for payroll, pensions, compensation and benefits.</p>	<p>WRIT-1032 Reason & Writing ACCT-1088 Payroll Compliance Legislation COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1087 Payroll Fundamentals I LAWS-1052 Employment Law ACCT-3042 Payroll Fundamentals II MGMT-3048 Compensation & Benefits Admin.</p>
<p>12. Use current payroll legislation to prepare individual pay including remuneration and deductions to net pay.</p>	<p>12. Use current payroll legislation to prepare individual pay including remuneration and deductions to net pay.</p>	<p>MATH-1052 Business Mathematics ACCT-1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I</p>

		ACCT-3042 Payroll Fundamentals II MGMT-3048 Compensation & Benefits Admin.
13. Prepare payroll remittances and year end documentation for federal, provincial and third party stakeholders.	13. Prepare payroll remittances and year end documentation for federal, provincial and third party stakeholders.	ACCT-1004 Principles of Accounting I ACCT-1011 Principles of Accounting II ACCT-1088 Payroll Compliance Legislation ACCT-1087 Payroll Fundamentals I ACCT-3042 Payroll Fundamentals II MGMT-3048 Compensation & Benefits Admin.
14. Process payroll and accounting source documents to complete an accounting cycle using appropriate technology.	14. Process payroll and accounting source documents to complete an accounting cycle using appropriate technology.	ACCT-1004 Principles of Accounting I ACCT-1011 Principles of Accounting II ACCT-1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I ACCT-3042 Payroll Fundamentals II
15. Research and respond to payroll queries in a call centre setting, applying effective customer service techniques. May delete this outcome	<i>Narrow scope of outcome not appropriate for job market</i>	
	15. Develop a comprehensive business plan for a payroll or bookkeeping business.	ACCT-1004 Principles of Accounting I BUSI-1005 Introduction to Business Processes MKTG-1012 Principles of Marketing I COMM-3020 Professional Communications COMP-1332 Information Management BUSI-1070 Small Business Ownership



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**APPENDIX A - PROGRAM MAPS
 Form 2 - Essential Employability Skills Outcomes**

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
COMMUNICATION	<ul style="list-style-type: none"> • Reading • Writing • Speaking • Listening • Presenting • Visual Literacy 	<ul style="list-style-type: none"> ➤ communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience 	ACCT-1004 Principles of Acct. I BUSI-1005 Intro. To Bus. Processes BUSI-1060 Strategies for Success MATH-1052 Business Math MKTG-1012 Principles of Mktg. I WRIT-1032 Reason & Writing ACCT-1011 Principles of Accounting II ACCT1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I BUSI-1002 Workplace Issues Ethics FINA-1037 Taxation

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			<p>LAWS-1052 Employment Law</p> <p>ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits Admin.</p>
		<p>➤ respond to written, spoken, or visual messages in a manner that ensures effective communication</p>	<p>ACCT-1004 Principles of Acct. I BUSI-1005 Intro. To Bus. Processes BUSI-1060 Strategies for Success MATH-1052 Business Math MKTG-1012 Principles of Mktg. I WRIT-1032 Reason & Writing ACCT-1011 Principles of Accounting II ACCT1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I BUSI-1002 Workplace Issues & Ethics FINA-1037 Taxation LAWS-1052 Employment Law</p>

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits Admin.
NUMERACY	<ul style="list-style-type: none"> • Understanding and applying mathematical concepts and reasoning • Analysing and using numerical data • Conceptualizing 	<ul style="list-style-type: none"> ➤ execute mathematical operations accurately 	ACCT-1004 Principles of Acct. I BUSI-1005 Intro. To Bus. Processes MATH-1052 Business Math MKTG-1012 Principles of Mktg. I ACCT-1011 Principles of Accounting II ACCT1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting COMP-1332 Information Management ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I COMP-3077 Excel for Business –Adv. FINA-1037 Taxation ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3048 Comp. & Ben. Admin.
CRITICAL THINKING &	<ul style="list-style-type: none"> • Analysing • Synthesizing 	<ul style="list-style-type: none"> ➤ apply a systematic approach to solve problems 	ACCT-1004 Principles of Acct. I

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
PROBLEM SOLVING	<ul style="list-style-type: none"> • Evaluating • Decision-making • Creative and innovative thinking 		BUSI-1005 Intro. To Bus. Processes BUSI-1060 Strategies for Success MATH-1052 Business Math MKTG-1012 Principles of Mktg. I WRIT-1032 Reason & Writing ACCT-1011 Principles of Accounting II ACCT1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I BUSI-1002 Workplace Issues Ethics COMP-3077 Excel for Business –Adv. FINA-1037 Taxation LAWS-1052 Employment Law ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits Admin.
		➤ use a variety of thinking skills to anticipate and solve problems	ACCT-1004 Principles of Acct. I BUSI-1005 Intro. To Bus. Processes BUSI-1060 Strategies for Success

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			MATH-1052 Business Math MKTG-1012 Principles of Mktg. I WRIT-1032 Reason & Writing ACCT-1011 Principles of Accounting II ACCT1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I BUSI-1002 Workplace Issues & Ethics COMP-1377 Excel for Business –Adv. FINA-1037 Taxation LAWS-1052 Employment Law ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits Admin.
INFORMATION MANAGEMENT	<ul style="list-style-type: none"> • Gathering and managing information • Selecting and using appropriate tools and 	<ul style="list-style-type: none"> ➤ locate, select, organize, and document information using appropriate technology and information systems 	ACCT-1004 Principles of Acct. I BUSI-1005 Intro. To Bus. Processes MATH-1052 Business Math MKTG-1012 Principles of Mktg. I

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
	<ul style="list-style-type: none"> • technology for a task or a project • Computer literacy • Internet skills 		WRIT-1032 Reason & Writing ACCT-1011 Principles of Accounting II ACCT-1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I BUSI-1002 Workplace Issues & Ethics COMP-3077 Excel for Business –Adv. FINA-1037 Taxation LAWS-1052 Employment Law ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits Admin.
		<ul style="list-style-type: none"> ➤ analyse, evaluate, and apply relevant information from a variety of sources 	ACCT-1004 Principles of Acct. I BUSI-1005 Intro. To Bus. Processes MKTG-1012 Principles of Mktg. I WRIT-1032 Reason & Writing ACCT-1011 Principles of Accounting II ACCT1088 Payroll Compliance

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			Legislation ACCT-1092 Simply Accounting COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I BUSI-1002 Workplace Issues & Ethics FINA-1037 Taxation ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Comp. & Ben. Admin.
INTER-PERSONAL	<ul style="list-style-type: none"> • Team work • Relationship management • Conflict resolution • Leadership • Networking 	<ul style="list-style-type: none"> ➤ show respect for the diverse opinions, values, belief systems, and contributions of others 	ACCT-1004 Principles of Acct. I BUSI-1005 Intro. To Bus. Processes BUSI-1060 Strategies for Success MKTG-1012 Principles of Mktg. I WRIT-1032 Reason & Writing ACCT-1011 Principles of Accounting II ACCT1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting COMM-3020 Professional Communications COMP-1332 Information Management

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I BUSI-1002 Workplace Issues & Ethics FINA-1037 Taxation LAWS-1052 Employment Law ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits Admin.
		➤ interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals	ACCT-1004 Principles of Acct. I BUSI-1005 Intro. To Bus. Processes BUSI-1060 Strategies for Success MATH-1052 Business Math MKTG-1012 Principles of Mktg. I WRIT-1032 Reason & Writing ACCT-1011 Principles of Accounting II ACCT1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1069 QuickBooks BUSI-1002 Workplace Issues & Ethics COMP-3077 Excel for Business –Adv.

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			FINA-1037 Taxation LAWS-1052 Employment Law ACCT-3022 Cost Accounting BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits - Admin.
PERSONAL	<ul style="list-style-type: none"> • Managing self • Managing change and being flexible and adaptable • Engaging in reflective practices • Demonstrating personal responsibility 	➤ manage the use of time and other resources to complete projects	BUSI-1005 Intro. To Bus. Processes BUSI-1060 Strategies for Success MATH-1052 Business Math MKTG-1012 Principles of Mktg. I WRIT-1032 Reason & Writing ACCT-1011 Principles of Accounting II ACCT1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I BUSI-1002 Workplace Issues & Ethics COMP-3077 Excel for Business –Adv. FINA-1037 Taxation LAWS-1052 Employment Law

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits - Admin.
		➤ take responsibility for one's own actions, decisions, and consequences	ACCT-1004 Principles of Acct. I BUSI-1005 Intro. To Bus. Processes BUSI-1060 Strategies for Success MATH-1052 Business Math MKTG-1012 Principles of Mktg. I WRIT-1032 Reason & Writing ACCT-1011 Principles of Accounting II ACCT1088 Payroll Compliance Legislation ACCT-1092 Simply Accounting COMM-3020 Professional Communications COMP-1332 Information Management ACCT-1069 QuickBooks ACCT-1087 Payroll Fundamentals I BUSI-1002 Workplace Issues & Ethics COMP-3077 Excel for Business –Adv.

SKILL CATEGORIES	DEFINING SKILLS Skill areas to be demonstrated by the graduates	ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES The graduate has reliably demonstrated the ability to:	COURSE TITLE / COURSE CODE (From Appendix C)
			FINA-1037 Taxation LAWS-1052 Employment Law ACCT-3022 Cost Accounting ACCT-3042 Payroll Fundamentals II BUSI-1070 Small Business Ownership MGMT-3041 Organizational Behaviour MGMT-3048 Compensation & Benefits - Admin.



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APPENDIX B - PROGRAM DESCRIPTION

PROGRAM DESCRIPTION:

The Business – Payroll and Bookkeeping program, leading to an Ontario College Diploma, provides graduates with knowledge of 1) payroll and human resources practices including compensation and benefits, and 2) bookkeeping practices and related accounting software applications.

Graduates of this program will have met the educational requirements for the Payroll Compliance Practitioner designation and will have three advanced standing credits towards completion of the Certified Payroll Manager designation with the Canadian Payroll Association (CPA). In addition, graduates will have also completed the academic requirements for the Certified Bookkeeper designation with the Canadian Institute of Bookkeeping (CIB). For both the CPA and CIB credits to be awarded, students must meet minimum grade requirements.

The curriculum will be enriched through the integration of relevant professional software applications, case studies and simulations. Software applications will include Microsoft Office with an emphasis on Excel, accounting software such as Simply Accounting and QuickBooks, as well as taxation software. The program will also offer two, four-month optional co-op work experience terms for students meeting academic requirements.

Graduates of Fanshawe's Business – Payroll and Bookkeeping program will be well prepared for entry-level careers in accounting, bookkeeping, taxation and payroll administration in a variety of industries or for self-employment. Graduates of this program would help meet employer demand for employees with specialized skills in these specific accounting functions.

Admission Requirements:

OSSD with courses from the College (C), University (U),

University/College (U/C), or Open (O) stream WITH:

- Any Grade 12 English (C) or (U)

- Mathematics* ONE OF:

- Any Grade 12 Mathematics (C) or (U)

- Any Grade 11 Mathematics (C), (U), or (U/C)

(Note: a minimum final grade of 60 required for any Grade 11 Mathematics course)

OR

Academic and Career Entrance Certificate (ACE)

OR

Ontario High School Equivalency Certificate (GED) AND:

- Mathematics* ONE OF:

- Any Grade 12 Mathematics (C) or (U)

- Any Grade 11 Mathematics (C), (U), or (U/C)

(Note: a minimum final grade of 60 required for any Grade 11 Mathematics course)

OR

Mature Applicant with standing in the required courses and grade stated above

* Applicants who lack the required Mathematics may still gain eligibility for admission by completing appropriate prior upgrading.

English language proficiency requirements as per College policy

PROGRAM 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.



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APPENDIX C - PROGRAM CURRICULUM

Semester	Course Code*	Course Title (and brief course description)
1	ACCT-1004	<p>Principles of Accounting I</p> <p>This course introduces the student to the subject of Accounting and is designed to teach the student an essential life skill. The course focuses on the concept of accounting and its connection to students' financial well being. The student will learn a basic understanding of accounting and its importance to business success</p>
1	BUSI-1005*	<p>Introduction to Business Processes</p> <p>The purpose of this course is to explore the various functional areas of business in Canada and to demonstrate the interrelationship among these areas. Students are introduced to many concepts, including major business trends, the role of government in business, marketing, operations, employee-management issues, financial resources management, business ethics, social responsibility and community-related philanthropy.</p>
1	BUSI-1060	<p>Strategies for Success</p> <p>This course presents and helps to develop some of the skills required to achieve college and career success. Areas of focus include: emotional self-awareness and social skills, goal-setting, time management, note-taking, test preparation strategies, and managing college life</p>
1	MATH-1052	<p>Business Mathematics</p> <p>This course provides a review of basic arithmetic and algebra as well as providing students with mathematical tools and concepts needed for other college courses and in future employment. This course is to prepare students for later courses in Marketing, Business, Financial Planning, Accounting, Purchasing and Insurance</p>
1	MKTG-1012	<p>Principles of Marketing I</p> <p>This course is designed to provide an overview of the decisions that face Marketers in today's fast-paced and competitive business environment. Students will learn that marketing is not only advertising but a broad set of activities designed to satisfy consumer needs and wants. Students examine the information Marketers require for effective decision-making and learn the basic elements of the marketing planning process</p>
1	WRIT-1032	<p>Reason & Writing</p> <p>This course will introduce business students to essential principles of reading, writing, and reasoning at the postsecondary level. Students will</p>

		identify, summarize, analyze, and evaluate multiple short readings and write persuasive response essays to develop their vocabulary, comprehension, grammar, and critical thinking. This course will also introduce students to selected business terms.
2	ACCT-1011	<p>Principles of Accounting II</p> <p>This course is a continuation of the study of Financial Accounting at an introductory level. Students will cover additional material related to: - Asset, liability, and owners'/shareholders' equity accounts - Accounting for partnerships and corporations - Analysis of financial statements, including balance sheet and income statement - Retained earnings and cash flow as well as completion of a manual accounting practice set involving extensive use of journals/ledgers and preparation of various reports including financial statements</p>
2	ACCT-1088	<p>Payroll Compliance Legislation</p> <p>Students who complete this course will know the payroll compliance responsibilities that affect organizations, be able to comprehend payroll legislation, and be able to effectively communicate these to all stakeholders. This course will provide students with the payroll-related legislation affecting organizations, as well as the tools to find information and apply that information to different scenarios in relation to individual pay</p>
2	ACCT-1092	<p>Simply Accounting</p> <p>This course teaches the fundamentals of Simply Accounting to enable the student to use and set up the software in the workplace. Students will also have an opportunity to complete an accounting practice set where they will record the transactions and produce financial statements for a company.</p>
2	COMM-3020	<p>Professional Communications</p> <p>This course develops students' literacy and professional communication skills. Students focus on key issues and convey relevant meaning in oral and written formats. Main topics include writing in a variety of short report and other relevant business documents (like letters, memos, short reports); communicating in groups (including meetings); awareness of multicultural communication and diverse audiences; the job search (including résumés and cover letters); business rhetoric in speaking and writing; summarizing and evaluating current business-related readings; delivering oral presentations; researching and documenting research reports applying an acceptable documentation style to written material; and self-editing skills. Students use a computer lab for writing assignments throughout this course.</p>
2	COMP-1332	<p>Information Management</p> <p>An introduction to computer applications is undertaken in its relation to general business practices. Topics include an overview of information technology using computers and printers, file management, utilizing the Internet for research, business, and leisure. Specific applications include Microsoft Word, Excel and PowerPoint. The contents of lessons and projects simulate situations encountered in general business processes.</p>
3	ACCT-1069	<p>QuickBooks</p> <p>This course teaches the fundamentals of Quick Books to enable the student to use and set up and use the software in the workplace.</p>
3	ACCT-1087	<p>Payroll Fundamentals I</p>

		This course will provide students with exposure to payroll legislation to the extent that they will be able to apply it in the calculation of individual's pay. This includes all components of individual pay from remuneration, through deductions, to net pay for both regular and non-regular situations. Students will have the content and skills to effectively communicate all aspects of the individual pay calculation process to external and internal stakeholders. In addition, students will be able to accurately complete Records of Employment.
3	BUSI-1002*	<p>Workplace Issues & Ethics</p> <p>This course will provide the student with an understanding of the meaning, history, and organization of work. Topics include work ethics, challenges to balancing life, building competencies, accountability, employability, understanding the role of work in the employee's personal life, planning for lifelong learning, setting personal expectations of ethics and rewards, and reconciling expectations with the changing work environment</p>
3	COMP-3077	<p>Excel for Business-Adv.</p> <p>Modern spreadsheet programs perform far beyond simple number crunching. The functionality of Microsoft Excel continues to move the application into new venues such as visual interactive data presentations or sales proposals. Given the now commonplace nature of the program, it is crucial that all business minded professionals have a comprehensive knowledge of MS Excel. Upon successful completion of this curriculum, students will be trained in MS Excel 2007 for MOS certification. MOS testing is available at certified testing centers across Canada.</p>
3	FINA- 1037	<p>Taxation</p> <p>Designed to provide students with an understanding of the objectives, principles and administration of income taxation in Canada, this course covers employment, business, property, capital gains, other income, deductions, tax credits and the calculation of taxes payable for individual residents in Canada. Upon successful completion of the course, the student will be able to prepare personal income tax returns using commercial software.</p>
3	LAWS-1052	<p>Employment Law</p> <p>An examination of the principles of Canadian business law with the main focus on current legislation affecting human resource management including: human rights codes, Employment Standards Act, Pay Equity Acts, the Charter of Rights and Freedoms, employment equity acts, and certain aspects of labour relations laws. The course will look at both unionized and non-unionized environments from an employment law perspective.</p>
4	ACCT-3022	<p>Cost Accounting</p> <p>This 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.</p>
4	ACCT-3042	Payroll Fundamentals II

		Upon completion of this course you will be able to calculate organizational remittances to federal, provincial and third party stakeholders, prepare accounting documentation for payroll, complete year end documentation as well as communicate all aspects of organizational remittances, accounting and year end requirements to internal, external and government stakeholders.
4	BUSI-1070	<p>Small Business Ownership</p> <p>Welcome to the world of small business! Obtain the knowledge required to plan, start and manage your own small business. Topics covered include preparing a business plan for a new business and examining alternatives to starting a new business. This course will give you insight into the challenges and rewards of being a small business owner and help you decide whether small business ownership is right for you.</p>
4	MGMT-3041*	<p>Organizational Behaviour</p> <p>Students in this course will acquire and learn to apply the knowledge and skills necessary to work successfully in any organization. Organizational, team and individual relationships and processes and their impact on organizational outcomes will provide the framework for the course. Within this framework, various topics including theories of organizational behaviour, decision making, communication, motivation, leadership, values, emotion, conflict, negotiation and perception, will be examined.</p>
4	MGMT-3048	<p>Compensation & Benefits Administration</p> <p>This course will provide students with an understanding of the process, issues, and techniques involved in administering a compensation system. Students will learn both the theoretical and applied aspects of the compensation function; the linkage between the compensation function and the organizational management process; and the compensation system design necessary to attract, retain and motivate the required workforce.</p>
4	GEN. ED. ELECTIVE*	NOTE: General Education Elective will be chosen from a list of courses outside the business discipline.

* General Education Courses

ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY

CREDENTIALS VALIDATION SERVICE

APPENDIX D – REGULATORY STATUS FORM

MANDATORY REGULATORY REQUIREMENTS

Where licensing or certification is *required by legislation* for entry to practice in the profession or trade, the Ministry of Training, Colleges and Universities requires that colleges ensure that their programs will meet the requirements of the regulatory body in order to be approved for funding.

- There is a legislative requirement that program graduates must be certified or licensed by a regulatory authority to practice or work in the occupation.

Name of regulatory authority_____

- (A*) The program has been accredited or approved by the regulatory authority or its identified third party?

OR

- (B*) The college is working toward accreditation with the regulatory authority.

Status of application and expected date of achievement_____

- (C*) If the regulatory authority does not accredit educational programs directly or by an identified third party, has it formally acknowledged (e.g. in its published or legislated registration requirements) that the program graduates will be eligible to write any required certifying or registration exam or that the program is otherwise recognized for the purposes of certifying or registering a graduate?

*Please submit an acknowledgement and/or evidence from the regulatory authority to support (a) or (b) or (c) above.

VOLUNTARY REQUIREMENTS

Colleges may choose to have a program accredited or recognized by a voluntary membership organization or association. Graduate eligibility for association recognition or adherence to standards imposed by the body is *not a requirement* for program funding approval by the Ministry of Training, Colleges and Universities.

Recognition of the program by a voluntary professional body:

- ✓ Is being sought: Name of professional body: 1) Canadian Payroll Association (CPA) and 2) Canadian Institute of Bookkeeping (CIB)

The college is working toward recognition.

Status of application and expected date of achievement: _____

- ✓ Recognition has been received.

Type of recognition (e.g. accreditation, graduates eligible to write membership exams, etc.):

CPA: graduates will be eligible to apply for "Payroll Compliance Practitioner" designation and will have three advanced standing credits towards "Certified Payroll Manager" designation (see attached e-mail)

CIB: graduates will have completed the academic requirements for "Certified Bookkeeper" designation, but will need to meet work experience requirements to achieve designation (see attached e-mail)

- ★ Please submit an acknowledgement and/or evidence from the voluntary association that recognition has been received.

Recognition is not being sought (*please note there may be titling implications for programs that are not compliant in an area where other existing programs are*).