



School of Business, IT & Management (BITM) 2014 – 2015

Accounting, Accounting UOIT Transfer,
Business Fundamentals, Human Resources,
Human Resources Management Graduate Certificate,
Entrepreneurship & Small Business, Marketing, Operations,
Operations Management, Project Management

PROGRAM GUIDE

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Please note the following important information:

Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time.

Please consult our website at <http://www.durhamcollege.ca> for the most current information.

WELCOME STUDENTS

A message from the Dean

On behalf of the faculty and staff of Durham College, it is a pleasure to welcome you to Durham College. You are embarking upon an exciting, challenging and rewarding journey.

We wish you success in your studies, supportive new relationships and an exciting future in your chosen career. We are committed to meeting your educational needs by providing a high quality program. We will all do our best to support you in meeting your goals. If you have any questions or need any kind of assistance please ask us. The School of Business, IT & Management office is located in room C223 (Hours: Mon.-Fri. 8:00 a.m. to 4:30 p.m.). We are here to help you.

We are pleased that you have chosen Durham College and we look forward to working with you.



Judy Spring,
Dean, School of Business, IT & Management

A message from the Vice-President Academic Excellence & Innovation

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated

and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life. I wish you much success with your studies.

A handwritten signature in black ink that reads "Judy Robinson". The signature is written in a cursive, flowing style.

Judy Robinson,
Vice President, Academic

CONTACT INFORMATION

The School of Business, IT & Management Office is located in C223. Our office hours are Monday – Friday 8:00 a.m. – 4:30 p.m. Staff & faculty can be reached by phone by dialing (905) 721-2000 and then the extension as listed on this directory.

Office & Administrative staff....

	<i>Office</i>	<i>Extension</i>
Judy Spring, Dean	C219	2150
Jackie Bathe, Associate Dean	C214	2792
Pam Guida, Administrative Support	C223	3064
Melissa Brown, Student Advisor	C216	2268
Lisa Burt, Administrative Coordinator	C217	3065

Program Co-ordinators....

	<i>Office</i>	<i>Extension</i>
Denise Cook, Accounting	D215	2353
Jay Fisher, Entrepreneurship & Small Business	C9	2374
Gary Gannon, Human Resources/Human Resources Management	C7	2243
Ingrid Brand, Marketing	C1	2299
Peter Stasiuk, Business Fundamentals	C311	2295
Jackie Shemko, Operations/Operations Management	C122	2519

Faculty...

Updated lists of offices and phone extensions are posted on the electronic display in C223.

BUSINESS & BUSINESS ADMINISTRATION POLICIES AND INFORMATION

Welcome to the School of Business, IT & Management. We are extremely pleased that you have chosen our program.

This program guide has been developed to inform you of important school and program information. Please remember to check MyCampus on an on-going basis for important information.

School Administrative Policies...

1. Freedom of Information/Protection of Privacy - Pursuant to the Freedom of Information & Protection of Privacy Act, the School of Business, IT & Management Office will not release any personal information regarding a student to anyone but the student without written consent. This includes academic standing, personal data, timetable information, etc.
2. Emergency Calls – School of Business, IT & Management staff will accept messages for students in the event of a family emergency. Please make sure that anyone in your life who needs to locate you during class time for reasons other than an emergency has a copy of your timetable (e.g. classmates, family, day care provider, and employer). The staff are unable to release your schedule information to anyone due to the Freedom of Information Act.
3. Regular communication between college staff and students is very important to ensure that students stay informed about special events, changes in programming and various deadlines. The School of Business, IT & Management Office will use DC Mail email to alert you to important details about your program. You are required to visit MyCampus often to view campus-wide announcements and to check your DC Mail email account.
4. Timetables are available online through our intranet – “MyCampus”. You can view and/or print your timetable from any computer with internet access. If you require assistance, please contact the Help Desk : (905) 721-3333
5. Timetable Changes – MyCampus provides students with the ability to modify timetables at specified times as listed in the Academic Calendar (posted on MyCampus). **Please note: It is a student’s responsibility to ensure that all of their required courses are on their schedules.** Assistance is available via your student advisor. Should you find a discrepancy on your timetable, **seek assistance immediately.**
6. Disclaimer - Because of our commitment to continuous improvement of our curriculum, there may be some changes in courses offered. If this occurs, we will notify those affected.

7. Computer Labs - Computer labs are reserved for coursework. Games are not permitted. Adult materials must not be displayed at any time. Please refer to the Information Technology Acceptable Use policy posted on the Durham College website www.durhamcollege.ca/academicpolicies.
8. Graduation Requirements - Students must have a minimum Grade Point Average (GPA) of 2.0 (60%) to be eligible for graduation. In addition, a student must have successfully completed all required courses. A student who has a GPA of less than 2.0 and/or need academic advice about missing courses should contact the School of Business, IT & Management Office to arrange for academic counselling. Please refer to the academic policies posted on the Durham College website, www.durhamcollege.ca/academicpolicies, for more information. At least 25% of the completed program courses and/or weighted credit hours must be completed at Durham College to be eligible for a Durham College diploma. Students must complete an application for graduation on MyCampus.
9. Final Marks - Final marks will not be released by faculty members or office staff. Grades will be posted on MyCampus.
10. Assignments – Students must make arrangements with professors for handing in assignments outside of class time. Assignments will not be accepted by the office staff.
11. Exceptions to policies - under exceptional, documented circumstances, exceptions to policies may be made by the dean or associate dean.

Academic Policies...

All academic policies are posted on our website at www.durhamcollege.ca/academicpolicies. A link to this site is also provided via MyCampus under the "DC STUDENT" tab. Students should review and be aware of the policies and procedures in place.

Policies & Expectations for the Learning Environment...

1. Class attendance and participation will enhance your opportunities for success (see below for further information about the importance of attendance).
2. Refer to the course outline for specific expectations for each course.
3. All submissions must meet specified guidelines as detailed by the section professor.
4. Students are responsible for regularly checking their MyCampus and DC Connect areas for messages from professors and college administration. Communication will come in forms of emails, targeted messages and posted documents. Professors will confirm their preferred method of communication.
5. Students should keep back-up copies of all assignments in case the original is lost.

6. Electronic submission of assignments is at the option of the professor. Assignments submitted electronically must be in the software format as stated specifically by your professor. Attachments that will not open are the responsibility of the student and subject to the late penalty.
7. E-mails sent to professors and/or staff must be professional in appearance and content. Inappropriate emails will be retained and a copy forwarded to the dean or associate dean for appropriate action.

Attendance...

Attendance is closely linked to student success. Regular attendance is strongly encouraged as it has been shown to be the best predictor of student success. Courses are designed to build on skills previously learned and applied in class. A student missing topics will be less able to complete subsequent assignments. If a student is absent from class, it is his/her responsibility to learn what was missed prior to the next class. It is the student's responsibility to attend all classes, labs, evaluations, field placement, etc. In the event that the student cannot fulfill this obligation, it is the student's responsibility to notify their faculty, as required. In addition, the faculty and/or placement agency may require explanation/documentation to substantiate an absence. Each student is responsible for any missed materials and instruction as a result of the absence. In addition, it is the student's responsibility to complete all assignments and to be aware of announcements made. It is the student's responsibility to arrive early, review notes, readings, and other requirements prior to class.

Courses have been developed to enhance skills that students need to be successful in college, and the workplace, and as such some of the writing assignments have been designed to take place in the classroom with peer and faculty support. Students should ensure that they are available in class to complete required work. Attendance must be regular.

Evaluation Policy...

Rationale - An effective evaluation policy has many goals and serves many stakeholders. For students, it should be both motivating and rewarding. For professors, it provides a framework for teaching and feedback for improving instruction or modifying curriculum. For the community, it should foster respect for our programs and confidence in our graduates.

Academic courses are evaluated in a variety of ways. These may include tests, written or oral assignments, and group work as well as final examinations. The use of electronic dictionaries, cell phones, pagers and other electronic devices in an invigilation setting is prohibited unless otherwise specified by the professor. The evaluation criteria for each course are included with the course outline. Students are advised to familiarize themselves with these criteria early in the semester. A passing grade in all courses is 50% (unless otherwise indicated in the course outline). A student must successfully complete all courses and maintain a GPA of 2.0 (60%) to be eligible to graduate.

Grade Appeals...

Students who do not agree with their marks have 11 business days from the release of final grades to initiate a grade appeal. The first step in the appeal is to speak to the professor who issued the grade. For more details on the grade appeal process please consult the procedures regarding grade appeals posted on MyCampus.

Examinations...

A final examination is defined as an invigilated comprehensive evaluation given just after regularly scheduled classes. Final examinations will be held for courses as specified in the course outline. A final examination will be comprehensive, and examination questions should reflect the approximate time weighting specified in the course outline.

Class Tests and Quizzes...

In this section, a class test is defined as a scheduled and invigilated test commonly given in a regularly scheduled class. A quiz is defined as a short duration evaluation of lesser weighting than a test. Quizzes may be unannounced and are usually given during part of a regularly scheduled class. The weighting of tests and quizzes is specified in the course outline. The students and the dean must be notified in writing if changes are made during the teaching schedule. In the case of multiple section courses taught by more than one faculty member, prior approval is required to change the course outline.

1. To reflect established practice in the workplace and demonstrate responsibility, students are required to contact the section professor within 24 hours of the test if unable to be in attendance for a test. Voicemail messages and email messages are an acceptable form of contact. A failure to comply will result in a mark of zero for that test.
2. Tests must be written during the scheduled test time.
3. Given compliance with point one of this section, the weighting of a missed test will be applied to the final test or examination or the weighting of such other evaluation item(s) as the professor may select.
4. If one test has already been missed, any subsequent missed tests will be assigned a mark of zero.
5. Any missed quiz will be assigned a mark of zero.
6. Some courses may have additional policies which will be clearly stated in the individual course outline.

Missed Final Evaluation...

Any student who misses a final evaluation, e.g. final test, presentation, workshop, may be eligible to apply for a Missed Final Evaluation. Students are required to notify their professor of their absence via email within 24-hours of the scheduled evaluation. To be eligible, students must have no less than a cumulative 1.5 GPA, and apply for consideration using the appropriate forms and pay a fee. Some constraints may necessitate that not all courses will be eligible. Students will be required to meet with their Student Advisor to complete the Missed Final Evaluation form. Students will be required to go to the Test Centre to register and pay the associated fee of \$150.00. Supplemental tests will be written in the Test Centre at a predetermined date and time. Students will ONLY be able to apply for a missed evaluation once in five years.

Please note: The Missed Final evaluation is an assessment that does not occur during the regularly scheduled Exam week (week 15), but generally occurs during the last two weeks of class.

Missed Final Examinations...

See the "Missed Final Examination" section towards the end of this guide.

Exam Conflicts...

Exam conflicts are rare. Students, who have two or more exams scheduled at the same time, should contact the School of Business, IT & Management office to reschedule their exam(s). Exams rescheduled are scheduled in the next available exam period.

Students who have more than two exams scheduled on the same day can apply to have one exam moved to another day as specified by school staff. Exams will not be rescheduled due to travel plans or appointments. See the "Missed Final Examinations" policy.

Assignments, Computer Labs and Group Work...

1. Refer to the Academic Integrity Policy and Procedure document found on the Durham College website or MyCampus regarding plagiarism.
2. To reflect the fact that lateness is unacceptable in the workplace, late assignments will be penalized. The late penalty to be applied to a particular assignment will appear in the course outline. The minimum penalty will be a 10% - 20% deduction per school day. The maximum penalty will be a mark of zero for the assignment. Assignments should be submitted in regularly scheduled classes. The submission of late assignments should be discussed with the section professor. Assignments should **never** be left under an office door or in the School of Business, IT & Management Office.
3. Students will not be allowed to do 'extra' assignments to 'bring up their mark' at the end of the term. Students must complete and hand in term work as it is assigned.

Prerequisite Courses...

Course prerequisites exist to promote student success. Exceptions to the established prerequisite course structure are not permitted. Students who do not have all credits completed from previous semesters may not be eligible for a full-time course load due to required pre-requisites. Students with "non-standard" scheduling needs are urged to review their academic plan with the student advisor each semester.

Repeating Courses...

Durham College's grading and promotion policy states that courses may be repeated only once without approval from the Dean or designate. The School of Business, IT & Management approves repeating of courses for all Business, IT & Management students who are repeating a course a second time or more. Students are encouraged to meet regularly with the student advisor if they are struggling with academic success and to take advantage of services offered through the Student Academic Learning Services department (SALS).

Full-Time Equivalent (FTE)...

Full-time students may choose to register for Continuous Education courses equivalent to their day courses. Students must obtain and complete the prescribed form in their school office; obtain signed authorization by the school dean or designate to enroll; and bring the form to the Student Services Building for in-person processing. Students taking a Continuous Education course as part of their full-time studies, and not exceeding the prescribed number of course hours in the semester, will typically pay a \$30 administration fee (distance education courses cost more). Students without an authorized form will pay full fees for courses delivered by the School of Continuing Education.

Withdrawing from Courses...

Dropping a course can be done via MyCampus. It is recommended that you meet with your Student Advisor prior to making any changes to your Program of Studies. Deadlines for dropping courses are posted on MyCampus and the Student Handbook. Please note: Dropping courses may lengthen the time it takes to obtain your diploma and will result in extra fees to complete your course of study.

Course & Program Changes...

Adding courses or changing a program must be done within the first week of course or program commencement.

Application for Graduation...

Applications for graduation for those wishing to graduate at the Spring Convocation are available online via MyCampus in January and due by a specified deadline (usually mid-February). A diploma will not be prepared until the application is received. Applications for graduation for the Fall Convocation are usually due by mid-September. Check MyCampus for deadline dates and updates.

Student Services Building (SSB)...

The SSB can assist students with registration, admissions, financial aid, transfer credit applications, career counseling, work-study programs, student services, international student support, and SALS (Student Academic Learning Services) which provides peer tutoring and study support. You can contact a representative at the SSB at 905-721-3000 or visit the Student Services Building.

Learning Outcomes...

In an effort to maintain a level of quality and consistency of programs in community colleges across the province, the Government of Ontario initiated system-wide program standards in 1993. Similar programs must meet the outlines standards for employability skills, vocational standards and general education standards as deemed appropriate by the Ministry of Training, Colleges and Universities. These standards outline the essential skills and knowledge that a student must demonstrate in order to graduate from their program. For further information, please visit <http://www.edu.gov.on.ca> (search – Program Standards).

Please refer to the program information section of this guide for information about your program learning outcomes.

GRADUATION AUDIT & DEGREE EVALUATION

Students are encouraged to check their **Program of Studies** in this guide to verify that they have **all of the required courses** in their scheduled timetable **each** semester. It is a student's responsibility to register for any outstanding courses to ensure they meet the graduation requirements. Students who have a **field placement** in their program are also encouraged to check their status and field placement eligibility prior to the placement term commencing to ensure they are able to complete the field placement program. In most cases, all year one and two courses and a 2.0 GPA is required to be eligible for field placement. Please refer to your Program of Studies and program information in this guide.

Students can access degree evaluations and run a graduation audit through MyCampus. Please follow these instructions to do so:

1. Select 'Click here to access Administrative Services'
2. Select 'Student information – Durham College'
3. Click on 'Student Records'
4. Select 'Degree Evaluation'
5. Press 'Submit'
6. Click on 'Generate New Evaluation'
7. Select the bullet beside the word 'Program' and then click 'Generate Request'
8. Please select the desired display:
 - a) General Requirement – Summary of all taken courses
 - b) Detail Requirements – Details of grades & courses
 - c) Additional Information – In-Progress courses and not used courses

If you are a non-standard student and have been advised or received approval to take equivalent courses (including Continuing Education courses), the degree evaluation may not work accurately.

Please make an appointment with your student advisor if you need assistance with reviewing your status and for clarification or if you have any questions.

BUSINESS ADMINISTRATION PROGRAM OVERVIEW

Preparing for success....

Select a one, two or three-year program ...

Choose from our one-year Business Fundamentals Certificate, two-year Business diploma in your choice of option specialty or three-year Business Administration diploma in your choice of option specialty. The purpose of our Business programs is to prepare you for a successful career in business, industry, or the public sector by allowing you to:

Build a career...

A general education will allow you to continue to learn and develop after graduation. This will enable you to advance beyond entry level employment to establish a successful career in business, industry, the public sector.

Acquire business knowledge...

A good understanding of how an organization and the marketplace work. You will learn about the major business functions: accounting; human resources; marketing; and operations management.

Learn employable job skills...

Specific, relevant, specialized job skills will enable you to obtain excellent entry level employment.

High job placement...

For over twenty-five years, graduates of Business Administration have been successful in obtaining interesting, well-paid jobs immediately upon graduation and, over a period of time, receiving promotions and career advancement to challenging senior positions.

Employment statistics indicate a high level of acceptance of Durham Business graduates by employers in business and industry.

Variety of start dates...

Students starting semester 1 in January, will take semester 2 courses May – August. The spring/summer semester is offered in two 7 week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered for 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered for 6 hours per week for 7 weeks. Spring/summer semester will not have a formal exam week. Final evaluations will take place during regularly-scheduled class time in the final week of class. See "Important Dates" section for further details.

BUSINESS FUNDAMENTALS PROGRAM DESCRIPTION

Develop the fundamentals of business success....

This program is designed for students who want to develop skills and knowledge appropriate for an entry-level position in business settings. Students will gain a basic understanding of business practices.

This one year program is suitable for students entering directly from the high school system; career changers; those currently working who wish to pursue a credential; and also qualifies as a program for the Ontario government's Second Career Strategy assisting Ontarians who have been displaced from jobs due to the economic challenges facing our province.

Where it leads....

Students enter the program, complete two semesters and are then in a position to make an informed decision about their future, choosing either to graduate with a **Business Fundamentals** certificate after one year or elect to take additional training in the complementary two or three year Business programs to gain further workplace skills. As an additional benefit to students, many of the programs will be offered not only full-time during the day but also part-time during evenings or online through the School of Continuing Education.

Graduates of the program also have the option of using credits gained in our program towards future educational goals in other college or university level programs.

Variety of start dates...

Students have the choice of September, January or May start dates. Part-time studies are also available during the day or through Continuing Education in both regular classroom or distance education formats. The spring/summer semester is offered in two 7 week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered for 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered for 6 hours per week for 7 weeks. Spring/summer semester will not have a formal exam week. Final evaluations will take place during regularly-scheduled class time in the final week of class. See "Important Dates" section for further details.

Jobs...

Graduates from the one-year certificate program may find employment in entry-level positions with large and small businesses and corporations, health care facilities, government ministries and offices within the region, as well as not for profit organizations and educational organizations.

BUSINESS FUNDAMENTALS PROGRAM OF STUDIES

ONE-YEAR CERTIFICATE

PROGRAM OFFERS SEPTEMBER AND JANUARY START DATES

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Accounting I	ACCT 1200		3	0	0	
Business Computer Applications I	COMP 1209		0	2	0	
Human Resource Management I	HRM 1200		3	0	0	
Business Mathematics	MATH 1202		3	0	0	
Introduction to Business Management	MGMT 1209		3	0	0	
Marketing I	MKTG 1200		3	0	0	
Operations Management I	OPER 1200		3	0	0	
			18	2	0	
SEMESTER 2						
Communications for Business I	COMM 2204		2	1	0	
Business Computer Applications II	COMP 2209		0	2	1	
Economics for Canadian Business	ECON 1201		3	0	0	
General Education Elective	GNED 0000		3	0	0	
General Education Elective	GNED 0000		3	0	0	
Accounting II	ACCT 2200	ACCT 1200	4	0	0	
Human Resources Management II	HRM 2200	HRM 1200	4	0	0	
Marketing II	MKTG 2200	MKTG 1200	4	0	0	
Operations Management II	OPER 2200	OPER 1200	4	0	0	
			15	3	1	

NOTES:

GNEED = GENERAL EDUCATION – Courses beginning with “GNEED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

SEMESTER TWO OPTION COURSES To facilitate scheduling, Marketing II will be timetabled. Students can choose one of the other options (Accounting II, Human Resources Management II, or Operations Management II) and make a timetable change during the timetable change period (see important dates from the Registrar’s Office via MyCampus).

Laptop – Curriculum is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile

For January start students: Semester 2 is delivered in a 7-week module. Courses will be offered in a compressed format – i.e. COMP 2209 is offered 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered 6 hours per week for 7 weeks. Spring/Summer semester will not have a formal exam week. Final evaluations will take place during regularly scheduled class time in the final week of class. See “Important Dates” section for further details.

BUSINESS FUNDAMENTALS LEARNING OUTCOMES

The vocational learning outcomes...

The graduate has reliably demonstrated the ability to:

- Develop customer-service strategies to meet the needs of internal and external customers.
- Apply knowledge of the human resources function to the operation of an organization.
- Apply knowledge of the marketing function to the operation of an organization.
- Apply accounting and financial knowledge to the operation of an organization.
- Apply computer skills and knowledge of information technology to support the management of an organization.
- Work effectively with co-workers, supervisors, and others.
- Apply research skills to gather and interpret available information.
- Apply creative problem-solving skills to address business problems and opportunities.
- Apply time management and organizational skills to facilitate the completion of tasks and to meet deadlines in a business environment.
- Recognize the economic, social, political, and cultural variables which impact on a business.

ACCOUNTING PROGRAM DESCRIPTION

Two and three-year accounting programs...

Accounting involves the measurement of business activities, processing this information into financial reports and statements, and communicating this information to decision-makers. The accounting students of today become the decision makers of tomorrow!

Accounting is often referred to as the international language of business. It is used by almost everyone including businesses, employees, unions, investors, creditors, government agencies, not-for-profit organizations, consumer groups, and the general public.

Accounting includes auditing, tax, management consulting, accounting services, cost accounting, budgeting, internal auditing, information systems, financial and management accounting.

The successful accounting student will have the following attributes:

- Be able to work independently, as well as in groups.
- Have an interest in all facets of business.
- Enjoy working with courses involving numbers, procedures, and schedules, and
- Demonstrate good oral and written communication skills.

Jobs obtained by previous graduates...

Two-Year Program

Accounting Assistant
Office Administrator/Manager
Cost Accounting Clerk
Accounts Receivable/Payable Clerk
Junior Accountant

Three-Year Program

Accounting/Financial Analyst
Tax Accounting
Accounting Manager
Treasurer
Internal Auditor
Senior Accountant
Staff Accountant

Employers who have hired accounting graduates include...

IBM; City of Oshawa; Town of Whitby; Canada Revenue Agency; TD Canada Trust; HP; CIBC; Town of Ajax; City of Pickering; Lakeridge Health; Ministry of Finance; McGraw-Hill Ryerson; Northwood Developments; Hobb & Company; Ritchie, Shortt & Tully; Ontario Insulation Ltd.; Gerdau Ameristeel Recycling

Career paths...

For post-secondary students considering the pursuit of a professional accounting designation, this program currently provides the opportunity to obtain transfer credit toward the CGA designation through CGA Ontario: http://www.cga-ontario.org/College_Transfer_Credits.aspx

Information provided on our website is that which is in effect at the time of writing. Students should be aware that the recognized professional accounting bodies in Ontario have been undergoing unification negotiations. On July 2, 2014 members of CGA Ontario became members of CPA Ontario as a result of the signing of the Second Unification Agreement. This amalgamation will result in a number of significant changes to the qualification processed and requirements for these professional designations. Students interested in pursuing a professional accounting designation are advised to check with the relevant accounting body website and to continue to check these websites on a regular basis for updates.

CGA Ontario website: <http://www.cga-ontario.org/>

CPA Ontario website: <http://www.icao.on.ca>

<http://www.accaglobal.com/gb/en/discover/news/2012/11/acca-canada.html>

Also, Durham students can obtain credits towards a university degree. Refer to the Transfer Guide on the Durham College website for diploma to degree pathways.

Laptop learning program...

Students enrolled in laptop programs will enjoy an exceptional learning experience through the use of technology. The advanced technical skills and knowledge that employers look for in graduates will provide students with a decided advantage when entering the workforce. Please pay close attention to the hardware and software requirements of your program as the requirements are not the same for all laptop programs.

How laptop learning works:

- Review your specific program page for hardware and software requirements
- Acquire your own laptop from a vendor of your choosing including all of the hardware and software components listed on your program page

Please note: Some software may be included in tuition fees for some programs. Please ensure that you are required to buy software before making a purchase. For further information, please visit www.durhamcollege.ca/mobile.

ACCOUNTING PROGRAM OF STUDIES

PROGRAM OFFERS SEPTEMBER AND JANUARY START DATES

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Accounting I	ACCT 1200		3	0	0	
Business Computer Applications I	COMP 1209		0	2	0	
Human Resource Management I	HRM 1200		3	0	0	
Business Mathematics	MATH 1202		3	0	0	
Introduction to Business Management	MGMT 1209		3	0	0	
Marketing I	MKTG 1200		3	0	0	
Operations Management I	OPER 1200		3	0	0	
			18	2	0	
SEMESTER 2						
Accounting II	ACCT 2200	ACCT 1200	4	0	0	
Communications for Business I	COMM 2204		2	1	0	
Business Computer Applications II	COMP 2209		0	2	1	
Macroeconomics	ECON 1200		3	0	0	
General Education Elective	GNE0 0000		3	0	0	
General Education Elective	GNE0 0000		3	0	0	
			15	3	1	
SEMESTER 3						
Cost Accounting I	ACCT 3200	ACCT 2200	4	0	0	
Intermediate Accounting I	ACCT 3201	ACCT 2200	4	0	0	
Communications for Business II	COMM 3202	COMM 2204	3	0	0	
Accounting Software Applications	COMP 3200	ACCT 2200	0	2	0	
Microeconomics	ECON 2200		3	0	0	
Statistics I	MATH 2201		3	0	0	
			17	2	0	

ACCOUNTING PROGRAM OF STUDIES CONT...

course name		course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 4							
Intermediate Accounting II		ACCT 4200	ACCT 3201	4	0	0	
Cost Accounting II		ACCT 4203	ACCT 3200	4	0	0	
General Education Elective		GNED 0000		3	0	0	
Business Law For Accounting		LAW 3207		3	0	0	
Management Information Systems		MGMT 5202		3	0	0	
Taxation I	Yr 3 OPT	ACCT 3204	ACCT 1200	3	0	0	
Taxation for Entrepreneurs	Yr 2 OPT	ACCT 3208	ACCT 1200	3	0	0	
				23	0	0	
SEMESTER 5							
Auditing I		ACCT 3203	ACCT 4200	3	0	0	
Taxation II		ACCT 4201	ACCT 3204	4	0	0	
Managerial Cost Accounting		ACCT 5203	ACCT 4203	4	0	0	
Intermediate Accounting III		ACCT 5201	ACCT 4200	3	0	0	
Business Finance I		ACCT 5202	ACCT 4200	3	0	0	
Field Placement Seminar – ACCT		FWKA 6201		1	0	0	
				18	0	0	
SEMESTER 6							
*Auditing II		ACCT 4205	ACCT 3203, MATH 3200	4	0	0	
*Advanced Accounting		ACCT 6201	ACCT 5201	4	0	0	
*Business Finance II		ACCT 6202	ACCT 5202	4	0	0	
**Field Placement – ACCT		FWKA 6202	FWKA 6201, All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	160
Statistics II	See Note below	MATH 3200	MATH 2201	3	0	1	
				15	0	0	160

Note: Current year 3 students will take Business Law for Accounting (LAW 3207) in semester 6 instead of Statistics II (MATH 3200).

NOTES:

*Current Year 3 students will take Business Law for Accounting (LAW 3207) in semester 6 instead of Statistics II (MATH 3200). For the last 4 weeks of the semester, students will be on field placement.

*Semester 6: Students will take all courses for the first 12 weeks. For the last 4 weeks of the semester, students will be on field placement.

GNEED = GENERAL EDUCATION – Courses beginning with “GNEED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop = Curriculum is delivered in a mobile computing environment. Curriculum in semester 3 – 6 is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at: www.durhamcollege.ca/mobile.

OPT1/OPT2 = Semester 4 students graduating with 2-year Business Accounting diploma will take (OPT2) ACCT 3208. Those graduating with 3-year Business Administration-Accounting will take (OPT1) ACCT 3204.

**In addition to FWKA 6201, successful completion of all year 1 & 2 subjects and a GPA of 2.0 are required for field placement.

The Spring/Summer semester is offered in two 7-week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered 6 hours per week for 7 weeks. Spring/Summer semester will not have a formal exam week. Final evaluations will take place during regularly scheduled class time in the final week of class. See “Important Dates” section for further details.

ACCOUNTING LEARNING OUTCOMES

Business – Accounting (2 Year Diploma) Learning Outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises, and non-profit organizations.
- Prepare and present financial statements, reports, and other documents in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, and private enterprises.
- Contribute to recurring decision-making by applying fundamental management accounting concepts.
- Prepare individuals' income tax returns and basic tax planning in compliance with relevant legislation and regulations.
- Analyze organizational structures, the interdependence of functional areas, and the impact those relationships can have on financial performance.
- Analyze, within a Canadian content, the impact of economic variables, legislation, ethics, technological advances, and the environment on an organization's operations.
- Outline the elements of an organization's internal control system and risk management.
- Contribute to recurring decision-making by applying fundamental financial management concepts.

Business Administration – Accounting (3 Year Diploma) Learning Outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Record financial transactions in compliance with Accounting Standards for Private Enterprises (ASPE), for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises, non-profit organizations and International Financial Reporting Standards (IFRS) for publicly traded companies.
- Prepare and present financial statements, reports and other documents in compliance with ASPE and IFRS.
- Contribute to strategic decision-making by applying advanced management accounting concepts.
- Prepare individuals' and Canadian-controlled private corporations' income tax returns and individuals' basic tax planning in compliance with relevant legislation and regulations.
- Analyze and evaluate organizational structures and the interdependence of functional areas, and contribute to the development of strategies which positively impact financial performance.

- Analyze and evaluate, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances and the environment on an organization's operations.
- Analyze and evaluate an organization's internal control system, taking risk management into account.
- Contribute to strategic decision-making by applying advanced financial management concepts.
- Co-ordinate the planning, implementation, management and evaluation of team projects by applying project management principles.

ACCOUNTING – UOIT TRANSFER (ACTU) PROGRAM DESCRIPTION

A diploma and degree in as little as four years.....

Durham College and the University of Ontario Institute of Technology (UOIT) have come together to develop an outstanding opportunity for students to earn a two-year diploma and a university degree in as little as four years.

The Accounting - UOIT Transfer program referred to as ACTU is available to our first year Business students as an option for specialization commencing in Semester 2. This opportunity also allows qualified candidates ultimately to major in Accounting at UOIT. In order to participate in this program, students are required to maintain a cumulative grade point average of 3.5 (75%) and complete an application to UOIT in Semester 1 at Durham College.

In order to be successful in this Program, students need to be aware of the rigor with the courses and the ongoing GPA requirements. Students who apply for the program but who don't achieve the GPA requirement of 3.5 in semester 1 will be counselled on alternative program choices for achieving their academic goals.

ACTU is a blend of Business courses at Durham College and five UOIT courses. Students completing the two-year diploma with a cumulative GPA of 3.5 (75% average) in the Durham College courses and a minimum "C" (60-66%) in the UOIT courses are eligible to apply directly to a modified third year of the (Honours) Bachelor of Commerce Degree at UOIT. In this unique blend of courses, students should be aware that they are attending courses from two different institutions. UOIT offers classes in the evenings and the winter break may be different. Students are expected to attend all classes that are scheduled during this time. The two institutions also use two separate Learning Management Systems (LMS); DC Connect at Durham College and Blackboard at UOIT (www.uoit.blackboard.com)

Durham College and UOIT each have their own policies and procedures. Students enrolled in ACTU should be aware that UOIT policies are in effect for the UOIT courses and Durham College and School of Business, IT, & Management policies are in effect for the Durham College courses. Documents are available through each institution outlining policies and procedures.

An information session will be provided in semester 1 to provide students with more information about this program. For further information, visit <http://www.durhamcollege.ca/faq/accounting-business-transfer-to-uoit-bachelor-of-commerce-actu> to view frequently asked questions.

Students interested in applying to the ACTU Program must submit a registration form prior to the registration period for winter semester in their first semester at Durham College.

The Durham College or UOIT Student Advisors are available to meet with students if they have any questions regarding this Program.

A fee differential will be charged to students by UOIT (with a \$200 Durham College course subsidy for the first time for each course) to compensate for the additional cost of the university courses involved. There is also additional fees parallel to UOIT for their technology enriched learning environment; visit www.itsc.uoit.ca for more information.

Laptop learning program...

To ensure you are provided with an innovative learning environment and the advanced technology skills required in the workplace, this Program requires the use of a laptop computer through the UOIT Technology-Enriched Learning Environment as a part-time UOIT student.

Students will be required to pay a part-time laptop fee in Semester 2 and the part-time laptop fee beginning in Year 2. They will have immediate access to ongoing support and services through the university's Information Technology Support Centre. This includes access to wired and wireless connectivity on campus, the use of course and domain-specific software, printing services and a state-of-the-art learning infrastructure to facilitate communication and collaboration.

Please note: For more details including information on UOIT's mobile learning fees, please visit UOIT's Technology-Enriched Learning website at www.itsc.uoit.ca

ACCOUNTING - UOIT TRANSFER (ACTU) PROGRAM OF STUDIES

PROGRAM OFFERS SEPTEMBER AND JANUARY START DATES

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Accounting I	ACCT 1200		3	0	0	
Business Computer Applications I	COMP 1209		0	2	0	
Human Resource Management I	HRM 1200		3	0	0	
Business Mathematics	MATH 1202		3	0	0	
Introduction to Business Management	MGMT 1209		3	0	0	
Marketing I	MKTG 1200		3	0	0	
Operations Management I	OPER 1200		3	0	0	
			18	2	0	
SEMESTER 2						
Accounting II	ACCT 2200	ACCT 1200	4	0	0	
Critical Thinking & Ethics	*BUSI 1102U		3	0	0	
Communications for Business I	COMM 2204		2	1	0	
Business Computer Applications II	COMP 2209		0	2	1	
Macroeconomics	ECON 1200		3	0	0	
General Education Elective	GNED 0000		3	0	0	
			15	3	1	
SEMESTER 3						
Cost Accounting I	ACCT 3200	ACCT 2200	4	0	0	
Communications for Business II	COMM 3202	COMM 2204	3	0	0	
Accounting Software Applications	COMP 3200	ACCT 2200	0	2	0	
Microeconomics	ECON 2200		3	0	0	
Statistics I	MATH 2201		3	0	0	
Organizational Behavior	*BUSI 1104U		3	0	0	
Finance I	*BUSI 1105U		3	0	0	
			19	2	0	
SEMESTER 4						
Taxation I	ACCT 3204	ACCT 1200	3	0	0	
Financial Accounting II	*BUSI 1108U		3	0	0	
Business Mathematics I	*BUSI 1107U		3	0	0	
General Education Elective	GNED 0000		3	0	0	
Business Law for Accounting	LAW 3207		3	0	0	
Statistics II	MATH 3200	MATH 2201	3	0	0	
			18	0	0	

NOTES:

GNED = GENERAL EDUCATION – Courses beginning with “GNED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop – Curriculum is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile

*University courses are noted with a “U” at the end of the code.

To be eligible for the Accounting-UOIT Transfer (ACTU), students must have a cumulative GPA of 3.5 (75%) at the end of their first semester. Students must also take one UOIT course as scheduled in the 2nd semester and must have a GPA of 3.5 upon completion of the 1st year achieving a “C” or higher in the university course.

Students submit an ACTU registration form prior to registering for second semester. Students interested in this option should attend any information sessions held and check MyCampus email regularly for more details.

Graduates of the ACTU who have equivalent to a GPA of 3.5 in College courses and a “C” average in UOIT courses are eligible to apply to UOIT Bachelor of Commerce Honour Degree with advanced standing to a modified 3rd year of the 4 year degree program. Acceptance is at the discretion of UOIT.

Students selecting this option should be aware that they will be taking courses from two institutions that may have different start and end dates. Winter break normally offered in February tends to be scheduled differently at UOIT than Durham College. Students are expected to attend all classes that are held during this timeframe. Final examination weeks may also differ. We work to prevent examination conflicts between exams. Students should be aware that UOIT exam schedules can include day, evening or weekend examination times. UOIT reserves the right to make curriculum changes as required and may substitute courses as required.

The Spring/Summer semester is offered in two 7-week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered 6 hours per week for 7 weeks. Spring/Summer semester will not have a formal exam week. Final evaluations will take place during regularly scheduled class time in the final week of class. See “Important Dates” section for further details.

ENTREPRENEURSHIP & SMALL BUSINESS PROGRAM DESCRIPTION

Two-year program...

What it is...

Entrepreneurship and small business development are vital components of economic growth in Canada with three-quarters of all new jobs being created by the small business sector. This program is designed to provide students with the skills to start (or grow) and manage a small business including developing the personal skills needed for success as an entrepreneur. Upon successful completion of the program, students will be able to produce a business plan that includes concept identification and development, planning, start-up, maintenance, management and expansion of a small business enterprise.

Where it leads...

This option prepares students to become small business owners and/or operators, or to seek employment in the public or private sectors utilizing the entrepreneurial and business skills gained while at Durham College. In addition, students will have the opportunity to complete the academic requirements for membership in the Canadian Institute of Entrepreneurship (CIE), a professional association established to develop entrepreneurs.

Successful completion of the courses with a minimum course grade of 65% and CIE membership will allow students to use the CIE designation CE - Certified Entrepreneur. The CIE offers valued member services including business development consulting, references, referrals, financial planning, budgeting and a newsletter. For more information, regarding the Canadian Institute of Entrepreneurship, see the website: www.canadianinstituteofentrepreneurship.com

Regular and compressed options....

Maybe you do not have the full two years to complete a diploma? We have developed compressed program models that can accommodate students starting in the fall and completing in just 12 months. Students take a combination of day, evening and online courses over three semesters. Additional fees apply due to the increase in program hours and delivery options. The compressed program is very rigorous.

Additional options...

For students wishing to attend university, opportunities for advanced standing and acceptance into university programs are available at a variety of universities. For further information, please visit: www.durhamcollege.ca/transferguide.

Laptop learning program...

To ensure that you have access to an innovative learning environment and the advanced technology skills required in the workplace, this program requires the use of a laptop computer in year two of the program. (It is suggested the compressed option require a laptop at the beginning of semester one)

How laptop learning works:

- Review your specific program page for hardware and software requirements
- Acquire your own laptop from a vendor of your choosing including all of the hardware and software components listed on your program page

Please note: Some software may be included in tuition fees for some programs. Please ensure that you are required to buy software before making a purchase. For further information, please visit www.durhamcollege.ca/mobile.

Note — Regarding Schedules: The compressed options are offered over three semesters and will include a combination of days/evenings and/or online courses. The program of studies notes the proposed delivery type for each course.

ENTREPRENEURSHIP & SMALL BUSINESS PROGRAM OF STUDIES

PROGRAM OFFERS SEPTEMBER AND JANUARY START DATE

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Accounting I	ACCT 1200		3	0	0	
Business Computer Applications I	COMP 1209		0	2	0	
Human Resource Management I	HRM 1200		3	0	0	
Business Mathematics	MATH 1202		3	0	0	
Introduction to Business Management	MGMT 1209		3	0	0	
Marketing I	MKTG 1200		3	0	0	
Operations Management I	OPER 1200		3	0	0	
			<u>18</u>	<u>2</u>	<u>0</u>	
SEMESTER 2						
Communications for Business I	COMM 2204		2	1	0	
Business Computer Applications II	COMP 2209		0	2	1	
Economics for Canadian Business	ECON 1201		3	0	0	
General Education Elective	GNED 0000		3	0	0	
General Education Elective	GNED 0000		3	0	0	
Marketing II	MKTG 2200	MKTG 1200	4	0	0	
			<u>15</u>	<u>3</u>	<u>1</u>	
SEMESTER 3						
Computerized Accounting	ACCT 2209	ACCT 1200	4	0	0	
Communications for Business II	COMM 3202	COMM 2204	3	0	0	
Business Computer Applications III	COMP 3207		3	0	0	
Entrepreneurship I	ENTR 2200		3	0	0	
General Education Elective	GNED 0000		3	0	0	
Business Development for Entrepreneurship & Small Business	MKTG 3232	MKTG 2200	3	0	0	
			<u>19</u>	<u>0</u>	<u>0</u>	
SEMESTER 4						
Taxation for Entrepreneurs	ACCT 3208	ACCT 1200	3	0	0	
Entrepreneurship II	ENTR 4200		3	0	0	
Business Law	LAW 1213		3	0	0	
Leadership for Entrepreneurs	LEAD 4201		3	0	0	
Mentorship	MENT 4200		3	0	0	
Digital Marketing	MKTG 4300		3	0	0	
			<u>18</u>	<u>0</u>	<u>0</u>	

NOTES:

GNED = GENERAL EDUCATION – Courses beginning with “GNED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop – Curriculum is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requiring. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile

Students selecting Entrepreneurship and Small Business Option must take MKTG 2200 in semester 2. The format listed above is based on expected course offerings. Class offerings or formats may change depending on availability of course offerings.

The spring/summer semester is offered in two 7 week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered for 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered for 6 hours per week for 7 weeks. Spring/summer semester will not have a formal exam week. Final evaluations will take place during regularly-scheduled class time in the final week of class. See “Important Dates” section for further details.

ENTREPRENEURSHIP & SMALL BUSINESS PROGRAM OF STUDIES

COMPRESSED SEPTEMBER START

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Accounting I	ACCT 1200		3	0	0	
Communications for Business I	COMM 2204		2	1	0	
Business Computer Applications I	COMP 1209		0	2	0	
Business Computer Applications III	COMP 3207		3	0	0	
Entrepreneurship I	ENTR 2200		3	0	0	
Human Resource Management I	HRM 1200		3	0	0	
General Education	GNED 0000		3	0	0	
Introduction to Business Management	MGMT 1209		3	0	0	
Marketing I	MKTG 1200		3	0	0	
			23	3	0	
SEMESTER 2						
Computerized Accounting	ACCT 2209	ACCT 1200	4	0	0	
Taxation for Entrepreneurs	ACCT 3208	ACCT 1200	3	0	0	
Business Communications II	COMM 3202	COMM 2204	3	0	0	
Entrepreneurship II	ENTR 4200		3	0	0	
General Education Elective	GNED 0000		3	0	0	
Leadership for Entrepreneurs	LEAD 4201		3	0	0	
Mentorship	MENT 4200		3	0	0	
Marketing II	MKTG 2200	MKTG 1200	4	0	0	
Business Law	LAW 1213		3	0	0	
			29	0	0	
SEMESTER 3						
Business Computer Applications II	COMP 2209		0	2	1	
Economics for Canadian Business	ECON 1201		3	0	0	
General Education Elective	GNED 0000		3	0	0	
Business Mathematics	MATH 1202		3	0	0	
Digital Marketing	MKTG 4300		3	0	0	
Business Development for Entrepreneurship & Small Business	MKTG 3232	MKTG 2200	3	0	0	
Operations Management I	OPER 1200		3	0	0	
			18	2	1	

NOTES:

GNEED = GENERAL EDUCATION – Courses beginning with “GNEED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop = Curriculum is delivered in a mobile computing environment. Curriculum in semesters 3-6 is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile.

Curriculum is offered in a combination of day school, night school and online formats over a twelve-month period. Continuing Education reserves the right to cancel classes if there isn't sufficient enrolment. Class offerings or formats may change depending on availability of course offerings. *This course may be replaced with an equivalent course depending on scheduling.

The spring/summer semester is offered in two 7 week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered for 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered for 6 hours per week for 7 weeks. Spring/summer semester will not have a formal exam week. Final evaluations will take place during regularly-scheduled class time in the final week of class. See “Important Dates” section for further details.

ENTREPRENEURSHIP & SMALL BUSINESS PROGRAM OF STUDIES

CURRENT COMPRESSED JANUARY START

(FINAL INTAKE JANUARY 2014)

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 3						
Computerized Accounting	ACCT 2209	ACCT 1200	4	0	0	
Taxation for Entrepreneurs	ACCT 3208	ACCT 1200	4	0	0	
Communications for Business II	COMM 3202	COMM 2204	3	0	0	
Business Computer Applications III	COMP 3207		3	0	0	
Entrepreneurship II	ENTR 4200		3	0	0	
**Human Resource Management I	HRM 1200		3	0	0	
General Education Elective	GNED 0000		3	0	0	
**Mentorship	MENT 4200		3	0	0	
Business Development for Entrepreneurship & Small Business	MKTG 3232	MKTG 2200	3	0	0	
			29	0	0	

NOTES:

**For January 2014 start students: HRM1200 and MENT4200 are taken in SEMESTER 1. ENTR2200 and GNED0000 will be taken in Semester 3.

GNED = GENERAL EDUCATION – Courses beginning with “GNED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop = Curriculum is delivered in a mobile computing environment. Curriculum in semesters 3-6 is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile.

Curriculum is offered in a combination of day school, night school and online formats over a twelve-month period. Continuing Education reserves the right to cancel classes if there isn't sufficient enrolment. Class offerings or formats may change depending on availability of course offerings.

*This course may be replaced with an equivalent course depending on scheduling.

The spring/summer semester is offered in two 7 week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered for 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered for 6 hours per week for 7 weeks. Spring/summer semester will not have a formal exam week. Final evaluations will take place during regularly-scheduled class time in the final week of class. See “Important Dates” section for further details.

ENTREPRENEURSHIP & SMALL BUSINESS LEARNING OUTCOMES

The vocational learning outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Identify and discuss the impact of global issues on an organization's business opportunities by using an environmental scan.
- Apply principles of corporate sustainability, corporate social responsibility and ethics to support an organization's business initiatives.
- Use current concepts/systems and technologies to support an organization's business initiatives.
- Apply basic research skills to support business decision making.
- Support the planning, implementation and monitoring of projects.
- Perform work in compliance with relevant statutes, regulations and business practices.
- Explain the role of the human resource function and its impact on an organization.
- Use accounting and financial principles to support the operations of an organization.
- Describe and apply marketing and sales concepts used to support the operations of an organization.
- Outline principles of supply chain management and operations management.
- Produce a business plan that includes concept identification and development, planning, start-up, maintenance, management and expansion of a small business enterprise.
- Develop strategies for ongoing personal and professional development to enhance work performance in the business field.

HUMAN RESOURCES PROGRAM DESCRIPTION

Two and three-year programs...

People are an organization's most important asset. They contribute to a company's productivity, service quality and strategic implementation. More money is allocated to total compensation, staffing, training and development, and health and safety costs than any other facet of business operations. Consequently, the role of the human resources (HR) professional in effective planning, delivery and evaluation of programming and services is one of the most important organizational functions.

Because of these key responsibilities, the human resources professional acts as a strategic partner and internal consultant to all levels of management and is directly involved in cost saving, service quality and profit generation. The HR leader typically reports to senior levels of management, often to the company president.

This program develops competencies in leadership, strategic planning, performance management, health and safety, training and development, recruitment and selection, total compensation, managerial accounting, H.R. planning, organizational behaviour, change management, and employee and labour relations.

The Human Resources option offers a two-year and a three-year graduation plan, each designed to meet the needs of the student and the entry level positions available.

Two year program...

Career positions include: HR Generalist, Health and Safety Assistant, Staffing Associate, Compensation Assistant, Workers' Compensation Claims Administrator.

Three year program...

Career positions include: HR Generalist, Labour Relations Associate, Training Coordinator, Health and Safety Officer, Recruitment Coordinator, Employment Equity Associate, Compensation Officer, H.R.I.S. Coordinator, Organizational Change and Development Consultant.

Third-year students complete a field placement of two days/week (three hundred and fifty-two hours) in semesters 5 & 6. This allows the student to apply their knowledge in an external organizational setting to gain "real world" experience required to enter the job market. An alternative to the field placement is a capstone course which allows for in-depth research and study in a particular HR programming area (e.g. recruitment and selection, labour relations, organizational behaviour).

This program is closely aligned with the Human Resources Professionals Association (HRPA) and three-year graduates are eligible for the academic component of the Certified Human Resources Professional (CHRP) designation, which is a nationally-recognized credential.

Articulation agreements have been made between Durham College and several Canadian and some international universities to further enhance the graduate's opportunities. This is in response to HRPA's new certification requirement (January 1, 2011) to have a university degree. See the transfer guide section of this guide for more information.

If you are interested in an extremely challenging and rewarding career, you will find that this program will qualify you for a variety of jobs with unlimited opportunity for advancement.

Laptop learning program...

Students enrolled in mobile learning programs will enjoy an exceptional learning experience through the use of technology. The advanced technical skills and knowledge that employers look for in graduates will provide students with a decided advantage when entering the workforce. Please pay close attention to the hardware and software requirements of your program as the requirements are not the same for all laptop programs.

How laptop learning works:

- Review your specific program page for hardware and software requirements
- Acquire your own laptop or tablet from a vendor of your choosing including all of the hardware and software components listed on your program page

Please note: Some software may be included in tuition fees for some programs. Please ensure that you are required to buy software before making a purchase. For further information, please visit www.durhamcollege.ca/mobile.

HUMAN RESOURCES PROGRAM OF STUDIES

PROGRAM OFFERS SEPTEMBER AND JANUARY START DATES

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Accounting I	ACCT 1200		3	0	0	
Business Computer Applications I	COMP 1209		0	2	0	
Human Resource Management I	HRM 1200		3	0	0	
Business Mathematics	MATH 1202		3	0	0	
Introduction to Business Management	MGMT 1209		3	0	0	
Marketing I	MKTG 1200		3	0	0	
Operations Management I	OPER 1200		3	0	0	
			18	2	0	
SEMESTER 2						
Communications for Business I	COMM 2204		2	1	0	
Business Computer Applications II	COMP 2209		0	2	1	
Economics for Canadian Business	ECON 1201		3	0	0	
General Education Elective	GNED 0000		3	0	0	
General Education Elective	GNED 0000		3	0	0	
Human Resource Management II	HRM 2200	HRM 1200	4	0	0	
			15	3	1	
SEMESTER 3 (Current year 2 students see notes below)						
Communications for Business II	COMM 3202	COMM 2204	3	0	0	
*Introduction to HRS	HRS 2200		3	0	0	
Recruitment & Selection	HRM 2204	HRM 2200	4	0	0	
Training & Development	HRM 3203	HRM 2200	4	0	0	
Statistics	STAT 2200		3	0	0	
			17	0	0	
SEMESTER 4 (Current year 2 students see notes below)						
Computer Apps for HR Professionals	COMP 2205	COMP 1209, COMP 2209	1	2	0	
General Education Elective	GNED 0000		3	0	0	
Occupational Health & Safety	HLTH 3200	HRM 2200	4	0	0	
Organizational Behavior for HR Professionals	HRM 2203		4	0	0	
**Employment Law (see notes section)	LAW 1217		3	0	0	
Psychology for Human Resources	HRM 1110		3	0	0	
			18	2	0	

HUMAN RESOURCES PROGRAM OF STUDIES CONT...

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 5						
Labour Economics	ECON 3201		3	0	0	
Field Placement Seminar – HR	FWKH 6200**		1	0	0	
Field Placement – HR	FWKH 6201*	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	176
Compensations Management	HRM 3200	HRM 2200	4	0	0	
Organizational Change & Leadership	HRM 3206	HRM 2200, HRM 2203	4	0	0	
Project Management in HR	PROJ 3201		3	0	0	
			<u>15</u>	<u>0</u>	<u>0</u>	<u>176</u>
SEMESTER 6						
Managerial Accounting	ACCT 3202	ACCT 1200	3	0	0	
Advanced Computer Apps for HR	COMP 3209	COMP 2205	1	2	0	
Field Placement Seminar- HR	FWKH 6200***		1	0	0	
Field Placement – HR	FWKH 6201***	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	176
Employee & Labour Relations	HRM 2201	LAW 1217	4	0	0	
Human Resources Planning	HRM 3204	HRM 2200	3	0	0	
			<u>12</u>	<u>2</u>	<u>0</u>	<u>176</u>

NOTES:

* Current 2nd year students will take ECON 2200 in SEMESTER 3 instead of HRS2200

** Current 2nd year students will take LAW1213 (Business Law) in SEMESTER 4. As of 2015, students will take LAW1217 (Employment Law) in SEMESTER 4.

*** Current 3rd year students require LAW 1213 as a pre-requisite for HRM 2201

GNEED = GENERAL EDUCATION – Courses beginning with “GNEED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop = Curriculum is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile.

Graduates of the 3-year Human Resources Diploma who have met the academic standards of C.H.R.P. (Certified Human Resources Professionals) credits and have passed the National Knowledge Examination, Tiers I and II, will have met the academic components of the C.H.R.P. granted by the Human Resources Professionals Association of Ontario. After completing the outcome-based exam plus full membership in the H.R.P.A.O., graduates will be granted the professional designation of C.H.R.P. recognized in the Ontario Legislature as an official designation of a Human Resource practitioner. H.R.P.A.O. regulations and the C.H.R.P. credit status are subject to change. Human Resources graduates will also be eligible to apply for credits towards a university degree.

***All year 1 & 2 courses and a 2.0 GPA are required for Field Placement eligibility.

Students will be required to complete 352 hours of field placement with a minimum grade of 60% to be eligible for graduation. Field placement is Thursday and Friday (October-April). Seminar sessions will occur, please see the field placement coordinator for schedule details and academic requirements.

***An alternative option to field placement for 3rd year students is a capstone course which allows more in-depth research and study in a particular HR programming area (e.g. recruitment and selection, labour relations, organizational behavior).

For January start students: The spring/summer semester is offered in two 7 week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered for 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered for 6 hours per week for 7 weeks. Spring/summer semester will not have a formal exam week. Final evaluations will take place during regularly-scheduled class time in the final week of class. See “Important Dates” section for further details.

HUMAN RESOURCES LEARNING OUTCOMES

Business – Human Resources Learning Outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Participate in the recruitment, selection, and retention of employees.
- Participate in performance management processes.
- Participate in the planning, delivery, and evaluation of employee orientation, training, and development programs.
- Contribute to an organization's success through effective employee relations.
- Assist with the administration and communication of the organization's total compensation plan.
- Participate in organizational health and safety policies and practices.
- Apply current and emerging information technologies to support the human resources function.
- Implement organizational development strategies aimed at promoting organizational effectiveness.
- Communicate human resources information accurately and credibly in oral, written, and graphic form.
- Plan and act on personal professional development plans to achieve ongoing competence in human resources professional practice.
- Identify the human resources component of a business plan.
- Assist in the collection and analysis of human resources data.

Business Administration – Human Resources Management Learning Outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Contribute to the planning and implementation of employee recruitment, selection, and retention strategies.
- Administer and facilitate the performance management program.
- Coordinate and support the development, implementation, and evaluation of employee orientation, training, and development programs.
- Implement and support effective employee and labour relations strategies in both non-union and union environments.

- Administer and communicate the organization's total compensation plan.
- Collaborate with others, in the implementation and monitoring of organizational health and safety policies and practices.
- Contribute to the identification of information needs and apply current and emerging information technologies to support the human resources function.
- Contribute to organizational development strategies aimed at promoting organizational effectiveness.
- Present and evaluate communication messages and processes related to the human resources function of the organization.
- Develop, implement, and evaluate personal professional development plans to achieve ongoing competence in human resources professional practice.
- Identify and communicate the human resources component of the organization's business plan.
- Contribute to the collection, analysis, and utilization of human resources data.

HUMAN RESOURCES MANAGEMENT GRADUATE CERTIFICATE PROGRAM DESCRIPTION

One-year program...

The Human Resources Graduate Certificate program is an accelerated program, the goals of which are to:

- Prepare graduates who have previous post-secondary education at the degree or three-year diploma level for HRM generalist or specialist professional roles in a variety of business sectors; and
- Prepare graduates to achieve the academic component of the Certified Human Resources Professional designation (CHRP) granted by the Human Resources Professionals Association.

Students will study key areas of human resources including HR planning, staffing, organizational behavior, managerial accounting, employee and labour relations, training and development; compensation management and occupational health and safety. This program is designed to train graduates for the following types of entry level professional positions.

HR Generalist	Labour Relations Associate
Training Coordinator	Health and Safety Advisor
Recruitment Consultant	Staffing Coordinator
Employment Relations Advisor	Compensation Officer

Students complete a comprehensive field placement component of one hundred and sixty hours following the completion of semester two. This allows the student to apply their knowledge in an external organizational setting to gain “real world” experience required to enter the job market. An alternative to the field placement is a capstone course which allows for in-depth research and study in a particular HR programming area (e.g. recruitment and selection, labour relations, organizational behavior).

This program is aligned with the Human Resources Professionals Association’s academic component of the Certified Human Resources Professionals (CHRP) designation which has legislated, national status. For more information, please visit the HRPA website at www.hrpa.ca.

NOTES:

In order to be eligible for field placement, students must have a GPA of 2.0 and no missing courses after the completion of the first two semesters. Field placement will occur for a 4 week period in April-May. Students will be required to complete 160 hours of field placement and must achieve a "PASS" grade to be eligible for graduation. A fee is charged for this additional learning experience. No field placement option is offered for those starting this program in January.

In order to be eligible to enter semester 2, students must achieve a cumulative GPA of 2.0 and satisfactorily complete (50%) ACCT 4208 and HRM 4201.

For those starting semester 1 in September there is a capstone course option as an alternative to field placement scheduled in Semester 2 (January-April) in place of FWKH 6202.

For those starting semester 1 in January there is a capstone course only (no field placement option) scheduled in semester 2 (May-August) in place of FWKH 6202.

Due to the integrated curriculum of the day school offering of Human Resources Graduate Certificate, this program is limited to full-time students only. Part-time studies are available through Continuing Education.

HUMAN RESOURCES MANAGEMENT GRADUATE CERTIFICATE PROGRAM OF STUDIES

GRADUATE CERTIFICATE – SEPTEMBER START

PROGRAM OFFERS SEPTEMBER AND JANUARY START DATES

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Accounting I (HURM)	ACCT 4208		3	0	0	
Occupational Health & Safety (HURM)	HLTH 4200		4	0	0	
Principles of Human Resource Management (HURM)	HRM 4201		5	0	0	
Organizational Behaviour for HR Professionals (HURM)	HRM 4203		3	0	1	
Recruitment & Selection (HURM)	HRM 4204		3	0	1	
			18	0	2	
SEMESTER 2						
Foundations of Managerial Accounting (HURM)	ACCT 5208	ACCT 4208	3	0	0	
Compensation Management (HURM)	HRM 5200	HRM 4201	4	0	0	
Training & Development (HURM)	HRM 5203	HRM 4201	4	0	0	
Human Resources Planning (HURM)	HRM 5204	HRM 4201	3	0	0	
Employee & Labour Relations (HURM)	LABR 5202		3	0	1	
			17	0	1	
SEMESTER 3						
Field Placement - HURM	*FWKH 6202	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	160
			0	0	0	160

NOTES:

In order to be eligible to enter semester 2, students must achieve a cumulative GPA of 2.0 and satisfactorily complete (50%) ACCT 4208 and HRM 4201.

For those starting semester 1 in September there is a capstone course option as an alternative to field placement scheduled in Semester 2 (January-April) in place of FWKH 6202.

* For those starting semester 1 in January there is a capstone course only (no field placement option) scheduled in semester 2 (May-August) in place of FWKH 6202. Due to the integrated curriculum of the day school offering of Human Resources Graduate Certificate, this program is limited to full-time students only. Part-time studies are available through Continuing Education.

HUMAN RESOURCES MANAGEMENT GRADUATE CERTIFICATE PROGRAM OF STUDIES

GRADUATE CERTIFICATE – JANUARY START

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Accounting I (HURM)	ACCT 4208		3	0	0	
Occupational Health & Safety (HURM)	HLTH 4200		4	0	0	
Principles of Human Resources Management (HURM)	HRM 4201		5	0	0	
Organizational Behaviour for HR Professionals(HURM)	HRM 4203		3	0	1	
Recruitment & Selection (HURM)	HRM 4204		3	0	1	
			18	0	2	
SEMESTER 2						
Foundations of Managerial Accounting (HURM)	ACCT 5208	ACCT 4208	3	0	0	
Human Resource Management Capstone	HCAP 6200	All 1 st & 2 nd year courses + 2.0 GPA	3	0	0	
Compensation Management (HURM)	HRM 5200	HRM 4201	4	0	0	
Training & Development (HURM)	HRM 5203	HRM 4201	4	0	0	
Human Resources Planning (HURM)	HRM 5204	HRM 4201	3	0	0	
Employee & Labour Relations (HURM)	LABR 5202		3	0	1	
			20	0	1	

NOTES:

In order to be eligible for field placement, students must have a GPA of 2.0 and no missing courses after the completion of the first two semesters. Field placement will occur for a 4 week period in April-May.

Students will be required to complete 160 hours of field placement and must achieve a "PASS" grade to be eligible for graduation. A fee is charged for this additional learning experience. No field placement option is offered for those starting this program in January

In order to be eligible to enter semester 2, students must achieve a cumulative GPA of 2.0 and satisfactorily complete (50%) ACCT 4205 and HRM 4201.

For those starting semester 1 in September there is a capstone course option as an alternative to field placement scheduled in Semester 2 (January-April) in place of FWKH 6202.

* For those starting semester 1 in January there is a capstone course only (no field placement option) scheduled in semester 2 (May-August) in place of FWKH 6202. Due to the integrated curriculum of the day school offering of Human Resources Graduate Certificate, this program is limited to full-time students only. Part-time studies are available through Continuing Education.

HUMAN RESOURCES MANAGEMENT GRADUATE CERTIFICATE LEARNING OUTCOMES

Human Resources graduate certificate learning outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.
- Administer and contribute to the design and evaluation of the performance management program.
- Develop, implement, and evaluate employee orientation, training, and development programs.
- Facilitate and support effective employee and labour relations in both non-union and union environments.
- Research and support the development and communication of the organization's total compensation plan.
- Collaborate with others, in the development, implementation, and evaluation of organizational health and safety policies and practices.
- Research and analyze information needs and apply current and emerging information technologies to support the human resources function.
- Develop, implement, and evaluate organizational development* strategies aimed at promoting organizational effectiveness.
- Present and evaluate communication messages and processes related to the human resources function of the organization.
- Manage own professional development and provide leadership to others in the achievement of ongoing competence in human resources professional practice.
- Facilitate and communicate the human resources component of the organization's business plan.
- Conduct research, produce reports, and recommend changes in human resources practices.

MARKETING PROGRAM DESCRIPTION

Two- and three-year programs...

Effective marketing programs drive the success of a broad range of organizations. A variety of marketing job opportunities are available in large and small businesses, not-for-profit organizations, and government. The Marketing Program at Durham College is designed to prepare students for successful employment in this dynamic field.

The curriculum develops a strong understanding of current marketing theories and practices. This foundation is enriched with a variety of real-business experiences in the classroom and in partnership with local businesses. Hands-on experience is provided through execution of marketing research projects, discussion of current marketing cases, and partnerships with local businesses to develop marketing recommendations to achieve their business objectives.

Where it leads...

Students in second and third year have the benefit of student membership in a professional association: the Canadian Marketing Association (www.the-cma.org).

Marketing graduates have a variety of challenging and interesting career alternatives. Opportunities range from analytical jobs (market research and analysis) to very creative jobs (advertising and promotions). Good communication and “people” skills can be leveraged in sales and sales management. Opportunities to utilize project management and both analytical and creative skills are offered in jobs such as marketing coordinator and event planning.

Two years...

The two-year program provides students with a knowledge-based curriculum covering all areas of the planning and execution of marketing programs. Two year graduates are prepared for entry level positions in a variety of situations including the coordination of marketing programs for smaller business, advertising and sales promotions, event management, business-to-business sales, marketing planning and analysis, and market research.

Three years...

The third year of the program provides more integration and practical application of marketing skills. There is an emphasis on critical thinking, presentation skills, digital marketing, and real-world application with case studies and business clients in the community. The third year is also differentiated by an enhancement of job search skills through the field placement experience.

This year offers the student more hands-on experience and decision-making and prepares the student for future marketing management positions.

Employers are attracted to the portfolio of real-world experience the students develop.

Students must successfully complete all Year 1 and Year 2 courses, with a GPA of 2.0 to be eligible for the Year 3 program.

Additional options...

For students wishing to attend university, opportunities for advanced standing and acceptance into 3rd year university marketing programs are available at a variety of universities. For further information, please visit www.durhamcollege.ca/transferguide.

Laptop learning program...

Students enrolled in laptop programs will enjoy an exceptional learning experience through the use of technology. The advanced technical skills and knowledge that employers look for in graduates will provide students with a decided advantage when entering the workforce. Please pay close attention to the hardware and software requirements of your program as the requirements are not the same for all laptop programs.

How laptop learning works:

- Review your specific program page for hardware and software requirements
- Acquire your own laptop from a vendor of your choosing including all of the hardware and software components listed on your program page

Please note: Some software may be included in tuition fees for some programs. Please ensure that you are required to buy software before making a purchase. For further information, please visit www.durhamcollege.ca/mobile.

MARKETING PROGRAM OF STUDIES

(FOR STUDENTS WHO STARTED BETWEEN FALL 2012 AND JANUARY 2014, PLEASE REFER TO THE PROGRAM OF STUDIES FOR CURRENT YEAR 2 OR YEAR 3 STUDENTS)

PROGRAM OFFERS SEPTEMBER AND JANUARY START DATES

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Accounting I	ACCT 1200		3	0	0	
Business Computer Applications I	COMP 1209		0	2	0	
Human Resource Management I	HRM 1200		3	0	0	
Business Mathematics	MATH 1202		3	0	0	
Introduction to Business Management	MGMT 1209		3	0	0	
Marketing I	MKTG 1200		3	0	0	
Operations Management I	OPER 1200		3	0	0	
			18	2	0	
SEMESTER 2						
Communications for Business I	COMM 2204		2	1	0	
Business Computer Applications II	COMP 2209		0	3	0	
Macroeconomics	ECON 1200		3	0	0	
General Education Elective	GNED 0000		3	0	0	
General Education Elective	GNED 0000		3	0	0	
Marketing II	MKTG 2200	MKTG 1200	4	0	0	
			15	4	0	
SEMESTER 3 (fall 2015)						
Communications for Business II	COMM 3202	COMM 2204	3	0	0	
Computer Applications in Marketing	COMP 2207	COMP 2209	1	2	0	
Microeconomics	ECON 2200		3	0	0	
Marketing Law & Ethics	LAW 2208		3	0	0	
Marketing Research Techniques	MKTG 3204	MKTG 2200	3	0	0	
Integrated Marketing Communications I	MKTG 3207	MKTG 2200	4	0	0	
			17	2	0	
SEMESTER 4 (winter 2016)						
General Education Elective	GNED 0000		3	0	0	
International Business	MKTG 2202		3	0	0	
Channel & Retail Marketing	MKTG 3208	MKTG 2200	3	0	0	
Integrated Marketing Communications II	MKTG 4200	MKTG 3207	3	0	0	
Principles of Sales	SALE 3200	MKTG 2200	3	0	0	
Statistics	STAT 2200		3	0	0	
			18	0	0	

MARKETING PROGRAM OF STUDIES CONT...

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 5 (fall 2016)						
Advanced Computer Apps for Marketing	COMP 3201	COMP 2207	1	2	0	
Field Placement Seminar	FWKM 6001		1	0	0	
Advanced Marketing Research	MKTG 4204	MKTG 3204	3	0	0	
Digital Marketing	MKTG 4207	MKTG 2200	3	0	0	
Financial Analysis for Marketing	MKTG 4211	MATH 1202 MKTG 2200 ACCT 1200	3	0	0	
Marketing Case Analysis	MKTG 4208	MKTG 2200	3	1	0	
			14	3	0	
SEMESTER 6 (winter 2017)						
*Field Placement	FWKM 6000	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	160
Marketing Management	MKTG 4202	MKTG 4204	3	0	0	
International Marketing	MKTG 4203	MKTG 2202	3	0	0	
Marketing Presentation Skills	MKTG 4209	MKTG 2200	3	0	0	
New Media Marketing	MKTG 4212	MKTG 4207	3	0	0	
Advanced Sales Techniques	SALE 4200	SALE 3200	3	0	0	
			15	0	0	160

NOTES:

GNEED = GENERAL EDUCATION – Courses beginning with “GNEED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop = Curriculum is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile.

*All year 1 & 2 courses and a 2.0 GPA are required for Field Placement eligibility. Seminar sessions will occur, please see the field placement coordinator for schedule details and academic requirements.

Semester 6: Students will take all required subjects for the 12 weeks. For the 4 weeks students will be on field placement

For January start students: The spring/summer semester is offered in two 7 week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered for 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered for 6 hours per week for 7 weeks. Spring/summer semester will not have a formal exam week. Final evaluations will take place during regularly-scheduled class time in the final week of class. See “Important Dates” section for further details.

MARKETING PROGRAM OF STUDIES

CURRENT YEAR 2 STUDENTS

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
<i>SEMESTER 3 (fall 2014)</i>						
Communications for Business II	COMM 3202	COMM 2204	3	0	0	
Computer Applications in Marketing	COMP 2207	COMP 2209	1	2	0	
Microeconomics	ECON 2200		3	0	0	
Marketing Law & Ethics	LAW 2208		3	0	0	
Marketing Research Techniques	MKTG 3204	MKTG 2200	3	0	0	
Integrated Marketing Communications I	MKTG 3207	MKTG 2200	3	0	0	
			<u>16</u>	<u>2</u>	<u>0</u>	
<i>SEMESTER 4 (winter 2015)</i>						
Marketing Channels	MGMT 3203	MKTG 2200	3	0	0	
General Education Elective	GNED 0000		3	0	0	
International Business	MKTG 2202		3	0	0	
Integrated Marketing Communications II	MKTG 4200	MKTG 3207	4	0	0	
Principles of Sales	SALE 3200	MKTG 2200	3	0	0	
Statistics	STAT 2200		3	0	0	
			<u>19</u>	<u>0</u>	<u>0</u>	
<i>SEMESTER 5 (fall 2015)</i>						
Advanced Computer Apps for Marketing	COMP 3201	COMP 2207	1	2	0	
Field Placement Seminar	FWKM 6001		1	0	0	
Advanced Marketing Research	MKTG 4204	MKTG 3204	3	0	0	
Digital Marketing	MKTG 4207	MKTG 2200	3	0	0	
Marketing Case Analysis	MKTG 4208	MKTG 2200	3	1	0	
Advanced Sales Techniques	SALE 4200	SALE 3200	3	0	0	
			<u>14</u>	<u>3</u>	<u>0</u>	

MARKETING PROGRAM OF STUDIES CONT...

CURRENT YEAR 2 STUDENTS CONT...

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 6 (winter 2016)						
*Field Placement	FWKM 6000	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	160
Marketing Management	MKTG 4202	MKTG 4204	3	0	0	
International Marketing	MKTG 4203	MKTG 2202	3	0	0	
Retail Management	MGMT 5203	MKTG 1200	3	0	0	
Marketing Presentation Skills	MKTG 4209	MKTG 2200	3	0	0	
Sales Management	SALE 5200	SALE 4200	3	0	0	
			15	0	0	160

NOTES:

GNER = GENERAL EDUCATION – Courses beginning with “GNER” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop = Curriculum is delivered in a mobile computing environment. Curriculum in semesters 3-6 is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile.

*All year 1 & 2 courses and a 2.0 GPA are required for Field Placement eligibility. Seminar sessions will occur, please see the field placement coordinator for schedule details and academic requirements.

Semester 6: Students will take all required subjects for the 12 weeks. For the 4 weeks students will be on field placement

For January start students: The spring/summer semester is offered in two 7 week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered for 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered for 6 hours per week for 7 weeks. Spring/summer semester will not have a formal exam week. Final evaluations will take place during regularly-scheduled class time in the final week of class. See “Important Dates” section for further details.

MARKETING PROGRAM OF STUDIES

CURRENT YEAR 3 STUDENTS

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 5 (fall 2014)						
Advanced Computer Apps for Marketing	COMP 3201	COMP 2207	1	2	0	
Field Placement Seminar	FWKM 6001		1	0	0	
Advanced Marketing Research	MKTG 4204	MKTG 3204	3	0	0	
Marketing Case Analysis	MKTG 4208	MKTG 2200	3	1	0	
Marketing Presentation Skills	MKTG 4209	MKTG 2200	3	0	0	
Advanced Sales Techniques	SALE 4200	SALE 3200	3	0	0	
			14	3	0	
SEMESTER 6 (winter 2015)						
Field Placement	FWKM 6000	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	160
Retail Management	MGMT 5203	MKTG 1200	3	0	0	
Marketing Management	MKTG 4202	MKTG 4204	3	0	0	
International Marketing	MKTG 4203	MKTG 2202	3	0	0	
Digital Marketing	MKTG 4207	MKTG 2200	3	0	0	
Sales Management	SALE 5200	SALE 4200	3	0	0	
			15	0	0	160

NOTES:

GNEED = GENERAL EDUCATION – Courses beginning with “GNEED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop = Curriculum is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile

*All year 1 & 2 courses and a 2.0 GPA are required for Field Placement eligibility. Seminar sessions will occur, please see the field placement coordinator for schedule details and academic requirements.

Semester 6: Students will take all required subjects for the 12 weeks. For the 4 weeks students will be on field placement

MARKETING LEARNING OUTCOMES

Business – Marketing (2 Year Diploma) Learning Outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Contribute to the development of an integrated marketing communication strategy for marketing products, concepts, goods, or services based on an identified target market.
- Contribute to the development of pricing strategies which take into account perceived value, competitive pressures, corporate objectives, and cost analysis.
- Contribute to the development of strategies for the efficient and effective distribution of products, concepts, goods, and services.
- Determine strategies for developing new and modified products, concepts, goods, and services that respond to evolving market needs.
- Analyze results of marketing activities using criteria related to budgeted sales, costs, profits, and other appropriate criteria.
- Contribute to the development of a marketing plan including marketing objectives, marketing mix, marketing strategies, budgetary considerations, and evaluation criteria.
- Develop strategies to establish effective working relationships with clients, customers, consumers, co-workers, supervisors, and others.
- Communicate marketing information persuasively and accurately in oral, written, and graphic formats.
- Analyze the viability of marketing products, concepts, goods, or services in an international market or markets.
- Participate in conducting market research to provide information needed to make marketing decisions.
- Develop personal professional development strategies and plans to enhance leadership, management skills, and marketing expertise.
- Participate in the development of a business plan, apply the principles of business ethics and corporate social responsibility.
- Use professional sales techniques to make a sale.
- Adapt to and apply various and changing technologies, systems, and computer applications used in marketing environments.

Business Administration – Marketing (3 Year Diploma) Learning Outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Develop an integrated marketing communication strategy for marketing products, concepts, goods, or services based on an identified target market.
- Develop pricing strategies which take into account perceived value, competitive pressures, corporate objectives, and cost analysis.
- Develop strategies for the efficient and effective distribution of products, concepts, goods, and services.
- Determine strategies for developing new and modified products, concepts, goods, and services that respond to evolving market needs.
- Evaluate results of marketing activities using criteria related to budgeted sales, costs, profits, and other appropriate criteria.
- Formulate and prepare a marketing plan including marketing objectives, marketing mix, marketing strategies, budgetary considerations, and evaluation criteria.
- Project the impact of a marketing initiative using quantitative information.
- Address marketing problems and opportunities using a variety of strategies and tactics.
- Develop strategies to establish effective working relationships with clients, customers, consumers, co-workers, supervisors, and others.
- Communicate marketing information persuasively and accurately in oral, written, and graphic formats.
- Evaluate the viability of marketing products, concepts, goods, or services in an international market or markets.
- Conduct primary and secondary market research to provide information needed to make marketing decisions.
- Develop personal professional development strategies and plans to enhance leadership, management skills, and marketing expertise.
- Assist in the development of a business plan.
- Apply the principles of business ethics and corporate social responsibility.
- Use professional sales techniques to make a sale.
- Adapt to and apply various and changing technologies, systems, and computer applications used in marketing environments.

OPERATIONS AND OPERATIONS MANAGEMENT PROGRAM DESCRIPTION

Two and three-year programs...

Operations Management is the core functional area of **every** business – service or manufacturing, big or small, profit or non-profit, public or private. Operations Managers obtain, develop, and manage the resources that a firm needs to deliver the goods and services their customers want.

Operations Managers will contribute to key decisions in activities such as Supply Chain Management, Purchasing, Inventory Control, Quality Assurance, Scheduling and Production Control, Project Management, Facilities Management, Transportation and Logistics.

Operations Managers are involved in the planning, implementation and support of all the activities necessary to bring a product or service from the design stage to the final customer. Underlying these critical activities is an unrelenting focus on continuous improvement of operational productivity and effectiveness. Continuous improvement demands that a business aligns its operations with the 'voice of the customer' and makes a substantial commitment to the design, analysis, measurement, and control of internal processes.

Durham College is a member of the SAP University Alliance, a partnership which allows students to gain some hands-on experience with the world's leading Enterprise Resource Planning (ERP) software as part of their studies.

Each year, a limited number of internship opportunities may be available to Operations Management students. Internships are optional, paid employment opportunities ranging from four to sixteen months in duration. Upon completion of the internship experience, the student returns to complete the remainder of the Operations Management diploma program and is able to apply real-world experience to the remainder of his or her studies.

Operations Management graduates are well-positioned to pursue a variety of professional accreditations. APICS – The Association for Operations Management (www.apics.org), The Purchasing Management Association of Canada (www.pmac.ca), and the American Society for Quality (www.asq.org) offer certification programs that may be of interest to graduates.

Students in second and third year have the benefit of student membership in two professional associations: The Association for Operations Management (www.apics.org), and the Purchasing Management Association of Canada (www.pmac.ca).

Students are encouraged to become involved in the O.M. Society – an extracurricular club for Operations Management students. Students also have an opportunity to begin in a professional network by participating in events held by the Toronto APICS parent chapter (www.apics.ca).

Laptop learning program...

Students enrolled in laptop programs will enjoy an exceptional learning experience through the use of technology. The advanced technical skills and knowledge that employers look for in graduates will provide students with a decided advantage when entering the workforce. Please pay close attention to the hardware and software requirements of your program as the requirements are not the same for all laptop programs.

How laptop learning works:

- Review your specific program page for hardware and software requirements
- Acquire your own laptop from a vendor of your choosing including all of the hardware and software components listed on your program page

Please note: Some software may be included in tuition fees for some programs. Please ensure that you are required to buy software before making a purchase. For further information, please visit www.durhamcollege.ca/mobile.

OPERATIONS & OPERATIONS MANAGEMENT PROGRAM OF STUDIES

(FOR CURRENT YEAR 2 OR YEAR 3 STUDENTS, PLEASE REFER TO THE PROGRAM OF STUDIES FOR CURRENT YEAR 2/3 STUDENTS)

PROGRAM OFFERS SEPTEMBER AND JANUARY START DATES

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1						
Accounting I	ACCT 1200		3	0	0	
Business Computer Applications I	COMP 1209		0	2	1	
Human Resource Management I	HRM 1200		3	0	0	
Business Mathematics	MATH 1202		3	0	0	
Introduction to Business Management	MGMT 1209		3	0	0	
Marketing I	MKTG 1200		3	0	0	
Operations Management I	OPER 1200		3	0	0	
			18	2	1	
SEMESTER 2						
Communications for Business I	COMM 2204		2	1	0	
Business Computer Applications II	COMP 2209		0	2	1	
Economics for Canadian Business	ECON 1201		3	0	0	
General Education Elective	GNE000		3	0	0	
General Education Elective	GNE000		3	0	0	
Operations Management II	OPER 2200	OPER 1200	4	0	0	
			15	3	1	
SEMESTER 3						
Communications for Business II	COMM 3202	COMM 2204	3	0	0	
Computer Applications in Operations I	COMP 2206	COMP 2209	0	3	0	
Introduction to Business Processes	COMP 3204	OPER 2200	0	3	0	
Inventory Management	INV 2220	OPER 2200	4	0	0	
Principles of Purchasing	PURC 2220	OPER 2200	3	0	0	
Statistics	STAT 2200		3	0	0	
			13	6	0	
SEMESTER 4						
General Education Elective	GNE000		3	0	0	
Master Planning	MAPL 2200	OPER 2200	3	0	0	
Transportation & Logistics Management	MGMT 2209	OPER 2200	3	0	0	
Global Business Operations	OPER 3201		3	0	0	
Production Systems	PROD 1201	OPER 2200	4	0	0	
Lean Systems	PROD 4202	OPER 2200	3	0	0	
			19	0	0	

OPERATIONS & OPERATIONS MANAGEMENT PROGRAM OF STUDIES CONT...

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 5						
Cost Management	ACCT 2206	ACCT 1200	3	0	0	
Enterprise Resource Planning	ERP 3200	MAPL 2200, COMP 3204	3	0	0	
Field Placement Seminar (A) – OM	FWKP 6204		1	0	0	
Facilities Management	MGMT 2207	OPER 2200	3	0	0	
Operations Management Business Simulation	OPER 3200	OPER 2200	3	0	0	
Process Improvement I	PROC 4201	OPER 2200, STAT 2200	3	0	0	
Project Management in Operations	PROJ 4202	OPER 2200	3	0	0	
			19	0	0	
SEMESTER 6						
Business Decisions	BUS 2200	OPER 2200	3	0	0	
Leadership & Career Management	ES 1201		3	0	0	
Field Placement Seminar (B) – OM	FWKP 6201		1	0	0	
*Field Placement – OM	FWKP 6205	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	160
Advanced Operations Management Seminar	OPER 4200	ERP 3200	4	0	0	
Process Improvement II	PROC 5201	PROC 4201	3	0	0	
Strategic Purchasing	PURC 4200	PURC 2220	3	0	0	
			17	0	0	160

NOTES:

GNEED = GENERAL EDUCATION – Courses beginning with “GNEED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop = Curriculum is delivered in a mobile computing environment. Curriculum in semesters 3-6 is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile.

*All year 1 & 2 courses and a 2.0 GPA are required for Field Placement eligibility. Seminar sessions will occur, please see the field placement coordinator for schedule details and academic requirements.

Semester 6: For the first 12 weeks students will take all required courses. For the last 4 weeks of the semester, students will be on field placement

For January start students: The spring/summer semester is offered in two 7 week modules. Courses will be offered in a compressed format – i.e. COMP 2209 is offered for 3 hours per week in a 14 week semester. In the compressed format, COMP 2209 will be offered for 6 hours per week for 7 weeks. Spring/summer semester will not have a formal exam week. Final evaluations will take place during regularly-scheduled class time in the final week of class. See “Important Dates” section for further details.

OPERATIONS & OPERATIONS MANAGEMENT PROGRAM OF STUDIES

CURRENT YEAR 2/3 STUDENTS

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 3						
Communications for Business II	COMM 3202	COMM 2204	3	0	0	
Computer Applications in Operations I	COMP 2206	COMP 2209	0	3	0	
Introduction to Business Processes	COMP 3204	OPER 2200	0	3	0	
Inventory Management	INV 2220	OPER 2200	4	0	0	
Principles of Purchasing	PURC 2220	OPER 2200	3	0	0	
Statistics	STAT 2200		3	0	0	
			13	6	0	
SEMESTER 4						
General Education Elective	GNED 0000		3	0	0	
Master Planning	MAPL 2200	COMP 2206 COMP 3204	3	0	0	
Transportation & Logistics Management	MGMT 2209	OPER 2200	3	0	0	
Global Business Operations	OPER 3201		3	0	0	
Production Systems	PROD 1201	OPER 2200	4	0	0	
Lean Systems	PROD 4202	OPER 2000	3	0	0	
			19	0	0	
SEMESTER 5						
Cost Management	ACCT 2206	ACCT 1200	3	0	0	
Enterprise Resource Planning	ERP 3200	MAPL 2200	3	0	0	
Field Placement Seminar (A) – OM	FWKP 6204		1	0	0	
Facilities Management	MGMT 2207	OPER 2200	3	0	0	
Operations Management Business Simulation	OPER 3200	OPER 2200	3	0	0	
Process Improvement I	PROC 4201	OPER 2200	3	0	0	
Project Management in Operations	PROJ 4202	OPER 2200	3	0	0	
			19	0	0	

OPERATIONS & OPERATIONS MANAGEMENT PROGRAM OF STUDIES CONT...

CURRENT YEAR 2/3 STUDENTS CONT...

course name	course code	pre-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 6						
Business Decisions	BUS 2200	OPER 2200	3	0	0	
Leadership & Career Management	ES 1201		3	0	0	
Field Placement Seminar (B) – OM	FWK 6201		1	0	0	
*Field Placement (B) – OM	FWKP 6205	All 1 st & 2 nd year courses + 2.0 GPA	0	0	0	160
Advanced Operations Management Seminar	OPER 4200	ERP 3200	4	0	0	
Process Improvement II	PROC 5201	PROC 4201	3	0	0	
Strategic Purchasing	PURC 4200	PURC 2220	3	0	0	
			17	0	0	160

NOTES:

GNED = GENERAL EDUCATION – Courses beginning with “GNED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop = Curriculum is delivered in a mobile computing environment. Curriculum in semesters 3-6 is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile.

*All year 1 & 2 courses and a 2.0 GPA are required for Field Placement eligibility. Seminar sessions will occur, please see the field placement coordinator for schedule details and academic requirements.

Semester 6: For the first 12 weeks students will take all required courses. For the last 4 weeks of the semester, students will be on field placement

OPERATIONS & OPERATIONS MANAGEMENT LEARNING OUTCOMES

Operations (2 Year Diploma) Learning Outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Use fundamental knowledge of components and interrelationships of the supply chain management system.
- Employ a working knowledge of operations processes and systems required in manufacturing, distribution, and services.
- Contribute to plans and schedules, at various levels in an organization.
- Employ current policies and practices for purchasing and procurement.
- Apply best practices for inventory planning and control throughout the integrated system.
- Utilize information technology to support logistics management functions.
- Apply a working knowledge of transportation, distribution, and warehousing.
- Use and interpret technical documentation as required.
- Contribute to measurement and improvement of productivity and performance.
- Participate in the planning, implementation, and evaluation of projects.
- Conduct business in compliance with relevant national and international law, legislation, regulations, safety requirements, and professional standards.
- Communicate effectively, orally and in writing, as required in a business culture.
- Apply problem-solving and critical-thinking skills as required in operations management.
- Use effective human relations, interpersonal, and team skills in an organizational environment.
- Develop strategies for ongoing professional development to maintain and increase competence.
- Apply basic knowledge of the interrelationships among the functional areas of business in operations management.

Operations Management (3 Year Diploma) Learning Outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Use fundamental knowledge of components and interrelationships of the supply chain management system.
- Employ a working knowledge of operations processes and systems required in manufacturing, distribution, and services.
- Apply principles of quality management to support materials and operations management functions.
- Develop and control plans and schedules, at various levels in an organization.
- Employ current policies and practices for purchasing and procurement.
- Apply best practices for inventory planning and control throughout the integrated system.
- Utilize information technology to support materials and operations management functions.
- Apply best practices and techniques for the management of transportation, distribution centers, and warehouses.
- Use and interpret technical documentation as required.
- Apply best practices for productivity and performance measurement and improvement.
- Apply a basic knowledge of cost and managerial accounting principles.
- Participate effectively in the planning, implementation, and evaluation of projects.
- Conduct business in compliance with relevant national and international law, legislation, regulations, safety requirements, and professional standards.
- Apply understanding of human resource management and organizational behaviour to establish and maintain effective working relationships.
- Communicate effectively, orally and in writing, as required in a business culture.
- Apply problem-solving and critical-thinking skills as required in materials and operations management.
- Use effective human relations, interpersonal, and team skills in an organizational environment.
- Develop strategies for ongoing professional development to maintain and increase competence.
- Apply basic knowledge of the interrelationships among the functional areas of business in materials and operations management.

PROJECT MANAGEMENT PROGRAM DESCRIPTION

One-year graduate certificate learning program

Project management professionals have the knowledge, skills, tools and techniques to successfully manage projects from a wide array of industries. To remain competitive in a global economy, organizations are using project management processes to shorten product development cycles, respond quickly and effectively to opportunities, re-evaluate their processes, capitalize on the technical knowledge within the organization and control costs. Project management is one of the top skill sets sought by organizations to help ensure their objectives are met on time and on budget.

This eight-month program is designed for those who have a degree or diploma, or equivalent business experience and would like to add to their credentials while building a solid foundation in project management practices. The curriculum follows the recognized PMI® Project Management Body of Knowledge (*PMBOK® Guide*) standard.

Through lectures, applied in-class activities, readings, case studies analysis and project based learning; students will increase their knowledge and skills while developing the ability to:

- Recognize the importance of scope, cost, timing and quality in a project;
- Define how a project should be linked to an organization's strategic plans and goals;
- Identify project goals, constraints, deliverables, performance criteria, control needs and resource requirements in consultation with stakeholders;
- Employ common best practices from the Project Management Institute (PMI®) around processes, lifecycle phases and varied concepts including the use of tools and techniques;
- Utilize technology for communication, collaboration, information management and decision support; and
- Relate to the appropriate legal and ethical standards.

Where it leads...

Graduates will gain the skills to pursue careers as a project co-ordinator, junior level project manager, or project scheduler in a wide variety of sectors, such as (but not limited to) information technology, construction, community or social services, engineering, finance, health care, government agencies, law, and media. Job levels will vary according to the graduate's previous education and work experience as some projects will require a high level of understanding of the field and/or technology.

Additional options...

Durham College students registered in the Project Management graduate certificate program, for a fee of \$47, will have the option of applying for student membership in the Project Management Institute, Durham Highlands Chapter.

Laptop learning program...

Students enrolled in laptop programs will enjoy an exceptional learning experience through the use of technology. The advanced technical skills and knowledge that employers look for in graduates will provide students with a decided advantage when entering the workforce. Please pay close attention to the hardware and software requirements of your program as the requirements are not the same for all laptop programs

How laptop learning works:

- Review your specific program page for hardware and software requirements
- Acquire your own laptop from a vendor of your choosing including all of the hardware and software components listed on your program page

Please note: Some software may be included in tuition fees for some programs. Please ensure that you are required to buy software before making a purchase. For further information, please visit www.durhamcollege.ca/mobile.

PROJECT MANAGEMENT PROGRAM OF STUDIES

course name	course code	pre-requisite(s)	co-requisite(s)	lec hrs	lab hrs	alt del hrs	fp hrs
SEMESTER 1							
Business Principles	BUSP 1202			3	0	0	
The Principles of Project Management	PROJ 1200			3	0	0	
Project Cost Management	PROJ 2204			3	0	0	
Project Resource Planning and Scheduling	PROJ 1203			3	0	0	
Project Communication	PROJ 1204			3	0	0	
Project Management Tools & Applications	PROJ 1206			3	0	0	
				18	0	0	
SEMESTER 2							
Project Management Capstone Project	PCAP 2201	All semester 1 courses + 2.0 GPA	All semester 2 courses	3	0	0	
Project Quality Management	PROJ 1201			3	0	0	
Project Risk Management	PROJ 2205			3	0	0	
Project Procurement	PROJ 2206			3	0	0	
Project Plan, Integration, Monitoring & Control	PROJ 2207			3	0	0	
Project Leadership	PROJ 2208			3	0	0	
Applications of Project Management	PROJ 2209			3	0	0	
				21	0	0	

NOTES:

GNEED = GENERAL EDUCATION – Courses beginning with “GNEED” are “General Education” subjects; students are to choose a General Education Elective from a provided list of acceptable courses.

Laptop = Curriculum is delivered in a mobile computing environment. Students are required to purchase a laptop computer for use in class. This is a mandatory requirement. Specifications for hardware & software requirements are available at www.durhamcollege.ca/mobile.

PROJECT MANAGEMENT LEARNING OUTCOMES

Business – Project Management learning outcomes...

Upon successful completion of the program, the graduate has reliably demonstrated the ability to:

- Manage the scope, cost, timing, and quality of the project, at all times focused on project success as defined by project stakeholders.
- Align the project to the organizations strategic plans and business justification throughout its lifecycle.
- Identify project goals, constraints, deliverables, performance criteria, control needs, and resource requirements in consultation with stakeholders.
- Implement the PMI project management knowledge areas, processes, lifecycle phases and the embodied concepts, tools and techniques in order to achieve project success.
- Adapt projects in response to issues that arise internally and externally.
- Interact with team and stakeholders in a professional manner, respecting differences, to ensure a collaborative project environment.
- Utilise technology tools for communication, collaboration, information management, and decision support.
- Implement general business concepts, practices, and tools to facilitate project success.
- Reflect on their role and effectiveness as a leader and follower.
- Apply appropriate legal and ethical standards.
- Adapt project management practices to meet the needs of stakeholders from multiple sectors of the economy (i.e., manufacturing, technology, consulting, government, arts, media, and not-for-profit organizations).
- Apply project management practices to the launch of new programs, initiatives, products, services, and events relative to the needs of stakeholders.
- Appraise the role of project management in organizational change.

ACADEMIC ADVISING – STUDENT ADVISOR

Each school provides a student advisor(s) to help you reach your full academic potential. These representatives can assist you with: accessing other college services; developing academic plans to promote success in the event of failed subjects or a low GPA; finding equivalent credits; identifying career goals and making sound academic decisions; making decisions regarding full- and part-time studies; reviewing graduation requirements; selecting electives and options; setting up academic plans; or transferring to another program.

To view contact information for your Student Advisor, please visit:

<http://www.durhamcollege.ca/student-experience/helping-you-succeed/academic-support-resources/academic-advising>

ACADEMIC INTEGRITY

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

AEGROTAT (AEG)

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents, please visit the following link: <http://www.durhamcollege.ca/academicpolicies>

CENTRE FOR STUDENTS WITH DISABILITIES (CSD)

The Centre for Students with Disabilities (CSD) at Durham College provides services to students with disabilities to ensure that equal access is available to all aspects of the academic environment. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our services are confidential.

Please visit the following link to view valuable information regarding the CSD:
<http://durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities>

CONTINUING EDUCATION

If you are unable to access a day-time course (timetable conflicts, wish to repeat a course, etc.) or want to get a head start on your next semester, discuss your options with your Student Advisor.

To view comprehensive information regarding Continuing Education offerings, please visit the following link: <http://www.durhamcollege.ca/academic-schools/school-of-continuing-education>

COURSE OUTLINES

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online. Please note that students are expected to download copies of their course outlines from MyCampus prior to the first class in each course. Instructions for downloading are located on MyCampus at:

<http://www.durhamcollege.ca/mycampus>

Please visit the following link to view the Course Outlines Policy and Procedure documents:

<http://www.durhamcollege.ca/academicpolicies>

CREDIT TRANSFER INFORMATION

Durham College is dedicated to helping you build upon your previous education. If you have studied previously at Durham College or another recognized post-secondary institution, you may be eligible to receive credit for the courses you have successfully completed.

Please view the following link for credit transfer information: www.durhamcollege.ca/credittransfer

DURHAM COLLEGE MISSION, VISION AND VALUES

Our mission, vision, values were created to help ensure the success of our students, staff and faculty.

Please view our guiding principles at the following link:

<http://www.durhamcollege.ca/about-us/corporate-links/governance/mission-vision-and-values>

ESSENTIAL EMPLOYABILITY SKILLS

Essential Employability Skills (EES) are skills that, regardless of a student's program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning.

Please view the following link for further information:

<http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/essential.html>

GENERAL EDUCATION (GNED)

The Ministry of Colleges and Universities requires all Ontario college students enrolled in a 2-year Ontario College Diploma or a 3-year Ontario College Advanced Diploma program to successfully complete three or more General Education (GNED) courses prior to graduation.

For more information about GNED course selection, a full listing of GNED electives (with course descriptions), and how to receive GNED credits for prior post-secondary studies, please visit the General Education website at: <http://www.durhamcollege.ca/academic-schools/school-of-interdisciplinary-studies-employment-services/general-education>

IMPORTANT DATES

Durham College strives to keep you informed of all important dates throughout the academic year. Please review the 2014-2015 important dates that includes fee payments, web registration, add/drop, exam dates etc... You can find this information online, in the Durham College handbook and on MyCampus. Please review MyCampus for important updates and reminders on important dates.

LEARNING MANAGEMENT SYSTEM USAGE (LMS)

Professors are expected to use LMS or DC Connect to support student learning. As per the Learning Management System Usage procedure, faculty will post and reveal all marks to their students on an ongoing basis. To view the LMS Usage Policy and Procedure, please visit the following link: <http://www.durhamcollege.ca/about-us/corporate-links/governance/policies>

LIBRARY

The Library is here to help you succeed! Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study.

You may visit the library virtually at <http://www.durhamcollege.ca/library> or to view information regarding locations, hours, and more, please visit the following link:
<http://www.durhamcollege.ca/student-experience/learning-spaces/library/about-the-library>

MISSED FINAL EXAMINATIONS

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Advisor or review the Missed Final Examination Policy and Procedure documents at the following link:
<http://www.durhamcollege.ca/academicpolicies>

PATHWAYS TO DEGREES

Continue your post-secondary journey and leverage your Durham College education to earn additional credentials. To learn how you can further your education, visit www.durhamcollege.ca/pathways or check out the Durham College Transfer Guide at www.durhamcollege.ca/transferguide.

Additional information regarding transferring between institutions in Ontario can be found at www.ontransfer.ca.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

Prior Learning Assessment and Recognition (PLAR) is the process you can use to gain college credit(s) for learning and skills acquired through previous experiences. This may include workplace training, life experiences, self-directed study, community work, travel, hobbies and military service. By using the PLAR process, you may be able to complete a college certificate or diploma program in less time.

Please view the following link for PLAR information:

<http://www.durhamcollege.ca/wp-content/uploads/plar.pdf>

REQUIREMENTS FOR PROMOTION

Evaluation and Promotion...

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and promotion practices.

Academic Probation...

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

SCHOLARSHIPS, BURSARIES AND AWARDS

The Financial Aid and Awards office provides students with options to help fund their educational costs. To view valuable information, please visit the Financial Aid and Awards website at:

<http://www.durhamcollege.ca/admissions/general-information/scholarships-bursaries-and-awards>

STUDENT ACADEMIC LEARNING SERVICES (SALS)

The Student Academic Learning Services Centre helps Durham College students to achieve their academic goals. Academic supports include: peer tutoring, learning skills services, writing skills services, English language services, and subject specific supports for math, science, and business. Please visit the following link to view valuable information regarding SALS including how to register for 24/7 online access to SALS academic resources:

<http://durhamcollege.ca/student-experience/helping-you-succeed/student-academic-learning-services-sals>

STUDENT COMMUNICATIONS

Durham College is committed to communicating important information to you. Please view the following link to reference a comprehensive chart indicating specific vehicles. For example, social media, DC website, DC Mail, MyCampus, DC Connect, and more:

http://www.durhamcollege.ca/wp-content/uploads/DCCares_StudentMatrix_v5.pdf

STUDENT RIGHTS AND RESPONSIBILITIES

A policy and procedure is in place which articulates the rights and responsibilities of students at Durham College, and provides a framework for addressing non-academic misconduct by students.

To view the Student Rights and Responsibilities Policy and procedure, please visit the following link:
<http://www.durhamcollege.ca/academicpolicies>