

Senate Continuing Education & Distributed Learning Committee

MEMORANDUM

Date: March 22, 2012

To: Karen Roche, Secretary of Senate

From: Prof. K. Poole, Chair, Senate Continuing Education & Distributed Learning Committee

Subject: Certificate in Business Information Technology Management

The Senate Continuing Education and Distributed Learning Committee recommends Senate approval of the calendar change regarding the **Certificate in Business Information Technology Management** referred from the December 7, 2011 Senate Meeting #10-2011 as amended. Please note that the attached calendar change document reflects the amendments approved by SCEDLC.

Name Prof. K. Poole

Signature 

Date March 22, 2012

Request for Calendar Change Form

Tracking No:
(Senate Secretary's Office
use only)

Date:

To	Secretary of Senate	
From	Name(Dean):	Faculty
	Bahram Dadgostar	Faculty of Business Administration
	Department the change relates to	
	Faculty of Business Administration	
	Contact Person	
	R. M. Isotalo	

Is the proposed calendar change Undergraduate

Instructions:

1. In all cases please complete and attach section 1 and 2
2. If the calendar change affect other departments/schools/faculties complete and attach section 3
3. If the answer to any of the questions below is yes, explain. Attach separate sheets with reference to the question

1. Do the proposed changes affect other departments/ schools/faculties in terms of their calendar change?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
2. Is a transition plan needed for student in progress?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
3. Are the proposed changes likely to affect student enrollment in your department/school/faculty?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
4. Are the proposed changes likely to affect student enrollment in other departments/schools/faculties at Lakehead University?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. Will the proposed changes require additional teaching space and/or teaching staff and/or equipment and/or other resources?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
6. Will the proposed changes affect existing teaching loads within your department/school/faculty?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
7. Will the proposed changes increase demand for teaching support services such as the library, computing services and technical staff ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
8. Will the proposed change require direct or in-kind support from outside the academic unit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
9. Do the proposed changes include change in course(s) which is/are required core course(s) for a major?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
10. Do the proposed changes include a change in course which is	Yes	No

service/required course(s) in another program?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Do the proposed changes include change in course(s) which is/are open elective available to any student in any program?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
12. Do the proposed changes include change in course(s) which is/are elective in a major i.e. restricted to students in a major?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Signatures:	Date approved by faculty council 04/11/2011	

Section 1
Description of the Proposed Calendar Change: Certificate in Business Information Technology Management
Rationale of the Proposed Calendar Change(s): (Corresponding to Section 2 where required)
A series of courses designed to improve the competence of individuals in establishing and managing information technologies in organizational settings.

Section 2

Existing Calendar Entries:
(Page reference based on hard copy or
URL based on electronic version of
calendar)

Proposed Calendar Entries/Addition/ Deletion
-If only addition, specify page number and
placement in university calendar
-If only deletion, write Deleted

2

Certificate in Business Information Technology Management

A series of courses designed to improve the
competence of individuals in establishing and
managing information technologies in
organizational settings.

Admission Requirements:

This certificate is fully open to non-business
students enrolled in any degree program from
Lakehead University except for business students
and computer science students with the Business
Option.

Academic Requirements:

1. Students must be registered in the certificate
prior to the completion of 50% of the course
requirements for the course of study.
2. All courses required for the certificate must be
taken from Lakehead University.
3. Students must attain a minimum grade of 60%
in each of the courses of the certificate program.

Required Courses:

Business 1011 or 1511
Business 1013 (Business Computing) or 1513
(Basics of Business Computing)
Business 2033 (Management Information Systems)
Business 3213 (System Analysis and Design)

Any two courses out of the following:

Business 3293 (Database Processing)
Business 3273 (Website Design and
Administration)
Business 3073 (Business Applications
Programming)
Business 4273 (Electronic Business Strategies)
Business 4253 (Advanced System Analysis and
Design) – Note that 3213 is a prerequisite.

Section 3

The Faculty(ies) affected by the proposed calendar change

University wide program - This certificate is fully open to non-business students enrolled in any degree pro...

I have been consulted regarding the attached calendar change and understand the academic and budgetary implication on my Dept./School/Faculty.