

## Request for Calendar Change Form

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

Date:  
04/11/2008

To: Secretary of Senate  
From: Name(Dean): Faculty  
Dr. B. Dadgostar Faculty of Business Administration  
Department the change relates to  
Faculty of Business Administration  
Contact Person  
Dr. B. Dadgostar

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

service/required course(s) in another program?

☐ Yes ☒ No

11. Do the proposed changes include change in course(s) which is/are open elective available to any student in any program?

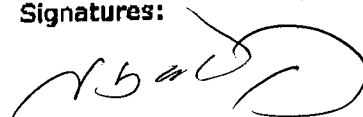
☐ Yes ☒ No

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 ☐ No

Signatures:

Date approved by faculty council  
03/10/2008

  
Dr. B. Dadgostar  
Dean

#### Section 1

##### Description of the Proposed Calendar Change:

The Administrative Studies Major within the Honours Bachelor of Commerce Program is a four year degree in business management studies. The first two years of the major focus on non-business studies and the final two years consist of concentrated business studies.

##### Rationale of the Proposed Calendar Change(s): (Corresponding to Section 2 where required)

##### Honours Bachelor of Commerce Program - Administrative Studies Major

The Administrative Studies major within the Honours Bachelor of Commerce Program, available at Lakehead University's Orillia campus, has been established to provide students with a unique sequence of business and non-business studies leading to the Honours Bachelor of Commerce Degree.

##### Pre-Business Studies Component - Years 1 and 2

During the first two years, the program emphasizes non-business studies with an introduction to business management studies. The general education emphasis of the first two years of the program allows students to explore a variety of academic interests and potential career paths before committing to an administrative studies program in years three and four.

##### Business Studies Component - Years 3 and 4

During the final two years, the program focuses on a core curriculum of business management courses that prepares students for a wide range of management careers.

The end result of this four-year program is a graduate that can identify and understand management problems, can develop alternative approaches to solving these problems and can make valuable contributions to organizations and society. Graduates will have a well rounded education combining non-business education and business studies.

The Administrative Studies major has both the breadth and depth to prepare graduates of this program for a variety of careers in both the private and public sectors. For example, students who focus on geography and urban development in their science and environmental studies courses may pursue management career options in eco-tourism, natural resource

companies, and government institutions such as the Ministry of Natural Resources. Graduates can also pursue further studies, with limited advanced standing, in many professional accreditation programs (e.g. Chartered Accountant [CA], Certified Management Accountant [CMA], Certified Financial Planner [CFP]; or Certified Human Resources Professional [CHRP]. The teamwork experienced within the curriculum will put students' knowledge to work and require them to interact closely with their classmates, their instructors and managers within the business community.

**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

**See attachment #2**

Section 3

The Faculty(ies) affected by the proposed calendar change

Faculty of Business Administration and Multidisciplinary Studies Program at the Orillia Campus

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

I agree to this calendar change proposal

Yes ☒

No ☐

Offering of 4 first year, non-business, full course equivalents at the Orillia campus and offering of 4 second year, non-business, full course equivalents at the Orillia campus as required in the proposed Administrative Studies Major.

Name:

Dr. Kim Feddersen

Faculty:

Multidisciplinary Studies Programs - Orillia Campus

Date:

Apr. 7 / 08

Signature of Dean



I agree to this calendar change proposal

Yes ☐

No ☐

Name:

Faculty:

Date:

Signature of Dean

**Honours Bachelor of Commerce Program – Administrative Studies Major**  
**Explanation to Questions re: Request for Calendar Changes**

**Attachment #1**

- #1. Yes. (i) Multidisciplinary Studies at Orillia  
 (a) 4 Full Course Equivalents First Year and  
 (b) 4 Full Course Equivalents at the Second Year level which must be taken within any program or module (See attachment #2 for Administrative Studies Major - Program Structure)
- #2. No. A transition plan is not required. In the academic year 2009/10, the program will be introduced and the first year business courses will be offered at Orillia for the first cohort of Honours Bachelor of Commerce – Administrative Studies Major.

#3. Yes.

**Forecasted Total Student Enrollment**  
**Program Year Levels**  
**For the period 2009/10 to 2012/13**

Program Year Level	2009/2010 Year 1	2010/2011 Year 2	2011/2012 Year 3	2012/2013 Year 4
1	30	40	50	50
2		30	40	50
3			30	40
4	—	—	—	<u>30</u>
Total Students*	<u>30</u>	<u>70</u>	<u>120</u>	<u>170</u>

\* Assumes no attrition

- #4. Yes. Please see enrollment forecasts for Years 1 and 2 of the program as provided above. e.g. in Year 1, Four Full Course Equivalents will be taken from the Multidisciplinary Studies Program at the Orillia campus.

- #5. Yes. Additional teaching space. Classrooms appropriate for business course delivery should be provided at the Orillia campus.

Additional teaching staff are required for delivery of the Honours Bachelor of Commerce – Administrative Studies major. Based on the proposed curriculum design and student enrollment the minimum required faculty complement would be:

Year 1 – 2009/2010	1 Full Time Business Faculty Member
Year 2 – 2010/2011	No additional Faculty Members required
Year 3 – 2011/2012	2 Additional Full Time Business Faculty Members
Year 4 – 2012/2013	1 Additional Full Time Business Faculty Member and funding for delivery of four Half-Course Equivalents in Business by sessionals

- #6. Yes. Please see response #5.

- #7. Yes. Business Reference and Textbook library holdings at the Orillia campus are required. As the program proceeds to years three and four, marking assistance for faculty will be required.

- #8. Yes. Secretarial staff support for Business Faculty.

- #9. Yes. This new major within the Honours Bachelor of Commerce program provides students with a unique program structure for the completion of the degree. Therefore new courses have been designed for this purpose. Please see proposed program curriculum.

- #10. No

- #11. No.

- #12. Yes. Please see response to question #9.

**Honours Bachelor of Commerce Program - Administrative Studies Major  
Attachment #2**

*Insert on Page 55 of calendar*

**11. Administrative Studies Major – Orillia Campus**

**Honours Bachelor of Commerce Program - Administrative Studies Major**

The Administrative Studies major within the Honours Bachelor of Commerce Program, available at Lakehead University's Orillia campus, has been established to provide students with a unique sequence of business and non-business studies leading to the Honours Bachelor of Commerce Degree.

**Pre-Business Studies Component – Years 1 and 2**

During the first two years, the program emphasizes non-business studies with an introduction to business management studies. The general education emphasis of the first two years of the program allows students to explore a variety of academic interests and potential career paths before committing to an administrative studies program in years three and four.

**Business Studies Component – Years 3 and 4**

During the final two years, the program focuses on a core curriculum of business management courses that prepares students for a wide range of management careers.

The end result of this four-year program is a graduate that can identify and understand management problems, can develop alternative approaches to solving these problems and can make valuable contributions to organizations and society. Graduates will have a well rounded education combining non-business education and business studies.

**First Year**

**ADMISSION REQUIREMENT:**

The minimum requirement is satisfactory completion of the Ontario Secondary School Diploma (OSSD) including 6 Ontario Academic Courses (or equivalent) with an overall average of at least 70%. Students must have completed OAC English I (or equivalent). Two of the three OAC maths (or equivalents) are recommended. Students with one of the three OAC maths will be considered.

Business 1311	Introduction to Administrative Studies	0.5
Business 1312	Introduction to Financial Accounting	0.5
4.0 Full Course	Equivalents Electives Open Non-Business	<u>4.0</u>
		5.0



## **Second Year**

### **ADMISSION REQUIREMENT:**

Satisfactory completion of all courses required for Year 1 of Honours Bachelor of Commerce – Administrative Studies Major with a minimum mark of 60% in each of the required Business courses. Note: Students are required to achieve an overall average of at least 70% in the combined first and second years of the program to be admitted to the third year of the Administrative Studies Major.

Business 2336	Introduction to Quantitative Analysis	0.5
Business 2317	Introduction to Business Environment	0.5
4.0 Full Course Equivalents	Electives Open Non-Business*	<u>4.0</u>
		5.0

\*Courses must be at the second year level or higher

## **Third Year**

### **ADMISSION REQUIREMENT:**

Satisfactory completion of all courses required for Years 1 and 2 of the Honours Bachelor of Commerce – Administrative Studies Major with an overall average of at least 70% and a minimum mark of 60% in each of the required Business courses.

Business 3310	Administrative Studies Orientation**	0.5
Business 3312	Managerial Accounting	0.5
Business 3314	Marketing I	0.5
Business 3316	Introduction to Operations Management	0.5
Business 3317	Managerial Economics	0.5
Business 3318	Introduction to Organizational Behaviour	0.5
Business 3319	Financial Management I	0.5
Business 3333	Introduction to Management Information Systems	0.5
Business 3334	Marketing II	0.5
Business 3339	Financial Management II	0.5
Business 3358	Introduction to Human Resources Management	<u>0.5</u>
		5.5

\*\*A one-week block course held annually one week prior to the start of fall term classes.

#### **Fourth Year**

#### **ADMISSION REQUIREMENT:**

Satisfactory completion of all courses required for Year 3 of the Honours Bachelor of Commerce  
– Administrative studies Major with an overall average of at least 70% based on all Year 3 courses.

#### **Graduation Requirement:**

Satisfactory completion of all courses required for Year 4 of the Honours Bachelor of Commerce  
– Administrative Studies Major with an overall average of at least 70% based on all Year 4 courses.

Business 4315	Entrepreneurial Management	0.5
Business 4316	Advanced Operations Management	0.5
Business 4317	Business and Society	0.5
Business 4318	Advanced Organizational Behaviour	0.5
Business 4333	Electronic Business Strategies	0.5
Business 4335	Managing in a Global Environment	0.5
Business 4337	Selected Topics in Management	0.5
Business 4351	Business Law	0.5
Business 4371	Strategic Management	0.5
Business 4391	Strategic Management Project	<u>0.5</u>
		5.0

#### ***Course Description – Calendar Entries***

***Insert on Page 57 of calendar, after Business 1066 course description***

#### **Business 1311**

#### **Introduction to Administrative Studies**

Examines the performance of planning, organizing, leadership and control in the context of private and public sector organizations in Canada. The impacts of economic technological, social and political forces upon managers within the Canadian and global environments are considered. Topical coverage includes legal, ethical, and social responsibility issues.

#### **Business 1312**

#### **Introduction to Financial Accounting**

Students are introduced to the purposes, objectives, concepts and processes of financial accounting. The course focus is on the preparation and reporting of economic information about the organization to external users. The uses and limitations of this information for external users are also considered.

***Course Description – Calendar Entries***

***Insert on Page 58 of calendar, after Business 2052 course description***

**Business 2336**

**Introduction to Quantitative Analysis**

This course focuses on techniques for the collection, analysis, and presentation of information. An introduction to measurement of the dispersion and central tendencies of data, probability theory and hypothesis testing. Bivariate and multivariate relationships will be examined.

***Course Description – Calendar Entries***

***Insert on Page 231 of calendar, after Economics 2231 course description***

**Economics 2317**

**Introduction to Business Environment**

An introduction to measurement of aggregate economic activity, national income accounting, money, banking, government monetary and fiscal policy, international trade, employment, inflation and interest rates.

***Course Description – Calendar Entries***

***Insert on Page 59 of calendar after Business 3293***

**Business 3310**

**Administrative Studies Orientation**

This one-week course of intensive study is designed to provide students with a positive transition to the program's final two years of concentrated business studies. The course prepares students by actively engaging them in managerial knowledge and skill building exercises. Students practice individual and group decision making, prepare case studies, analyze data using essential business software, write business reports, and make presentations. Through active student-faculty involvement, students gain perspective of the attitudes and commitment necessary to achieve future success in the program. A pass mark is required to continue in the third year of the program.

**Business 3312**

**Managerial Accounting**

This course emphasizes the need for managers to understand the major concepts of accounting for managerial decision making in private and public sector organizations. The preparation and use of management accounting information for planning and control proposes is examined. Students consider the behavioural and ethical implications of decisions using case studies.

**Business 3314**  
**Marketing I**

An introduction to the nature and scope of marketing in North America and globally. The principles, concepts, and techniques of performing marketing opportunity analysis including an examination of buyer behaviour, market segmentation, demand analysis, competitor evaluations, legal and ethical considerations and environmental scanning are addressed. Learning through team projects, including case studies and presentations is a major requirement of this course.

**Business 3316**  
**Introduction to Operations Management**

Operations management concerns the creation of goods and services by an organization. Topics include product and service design, process selection, scheduling, plant layout, work study methods, inventory management. Project management techniques (P.E.R.T. and C.P.M.) and basic operations research models are applied in decision making.

**Business 3317**  
**Managerial Economics**

An introduction to the application of economic theory and the tools of analysis of decision science to examine how a firm can make optimal managerial decisions in an uncertain and constrained environment. Topics include: Demand analysis, production and cost analysis, market structure and pricing practices, risk analysis and capital budgeting.

**Business 3318**  
**Introduction to Organization Behaviour**

A comprehensive introduction to the study of human behaviour in organizational settings. The course emphasizes the perspective of individuals within organizations. The roles of individuals within organizations and the complex factors affecting behaviour are considered in regards to motivation and communication.

**Business 3319**  
**Financial Management I**

An introduction to basic concepts in corporate finance. The course develops tools and concepts for understanding problems facing financial managers. Topics include objectives of financial management, long-term and short-term financial planning, time value of money, valuation of bonds and stocks, and capital budgeting.

**Business 3333****Introduction to Management Information Systems**

An overview of management information systems and their application to business decision making. Emphasis is placed on understanding managers' information needs, information reporting systems, underlying technologies and the functional and strategic issues to be considered in the design of management information systems.

**Business 3334****Marketing II**

The concepts and techniques of managerial marketing are examined in this overview of the design and implementation of the firm's marketing strategy. The focus of the course is on decision making necessary to build long term profitable marketing plans for product/service organizations. The case study approach is a major element of this course.

**Business 3339****Financial Management II**

Building on the knowledge acquired in Business 3319 this course covers concepts of financial planning, working capital, theory of corporate capital and dividend policy, options, futures and swaps, pension plans, international finance, and mergers and acquisitions.

**Business 3358****Introduction to Human Resources Management**

An introduction to human resources management in the context of organizational strategy. Major topics include employee recruitment and selection, training and development, and employee evaluation. Employee retention through compensation systems, labour relations and quality of work life initiatives are also considered. These issues are examined in the context of evolving workplace demands, labour supply considerations, and regulatory developments.

*Insert on Page 61 of the calendar after Business 4298/Nursing 4272*

**Business 4315****Entrepreneurial Management**

This course addresses topics in entrepreneurship and intrapreneurship. The processes of innovation and transformation of ideas into commercial opportunities are emphasized. Students are required to prepare a feasibility study and business plan.

**Business 4316**  
**Advanced Operations Management**

The course explores analytical issues regarding various operations and manufacturing challenges. Topics include quality management and productivity, optimization techniques, developments in manufacturing technologies and control, and the performance of project management. The course will include cases from major manufacturing industries.

**Business 4317**  
**Business and Society**

The historical development of the Canadian and global economies as well as their current and future performance are examined. The objectives, roles and relationships of key stakeholders and their ability to influence business performance are considered. Topics include social responsibility of business and the ethics of business managers.

**Business 4318**  
**Advanced Organizational Behaviour**

This course deals with developing a theoretical understanding of organizational behaviour, group dynamics and leadership as applied to the accomplishment of organization objectives. Topics also include organizational culture, negotiations, cross cultural behaviour, power and politics within organizations.

**Business 4333**  
**Electronic Business Strategies**

The purpose of the course is to provide students with a general overview of Internet-based technologies, and the usage of these technologies by organizations from a strategic perspective. Specifically, the course emphasizes the organizational fit between technologies and strategies, business models, current trends, legal aspects, and social issues. Students will also learn how to successfully launch and manage electronic business initiatives in both public and private organizations.

**Business 4335**  
**Managing in a Global Environment**

This course examines international business and trade concepts, and the cultural economic legal and political environments that impact international business. Forms of international agreements and organizational arrangements are addressed.

**Business 4337**  
**Selected Topics in Management**

This course has been designed to provide in-depth coverage of current issues in management. The overall aim of the course is to expose students to recent developments in management practices and techniques which are changing in response to new legislation and current business practices.

**Business 4351**  
**Business Law**

A study of the Canadian legal system to assist the administrator in understanding topics such as; commercial transactions, civil litigation, alternative dispute resolution, employment law, negligence, professional liability, consumer protection, competition law.

**Business 4371**  
**Strategic Management**

An examination of corporate strategy theory and practice including internal and external environments with a view to establishing corporate objectives and formulating corporate strategy. Examines the interactions of environment systems with top management's personal goals and objectives. Focuses on implementation of corporate strategy within a framework of changing corporate values, resources, and accelerating change. Interactive analytical and conceptual.

**Business 4391**  
**Strategic Management Project**

This course provides the opportunity to apply the concepts of strategic management to real-life organizational situations. Students are required to analyze an existing organization and to submit a detailed report of their findings, analyses, and recommendations for the future.