



**EFFECTIVE: SEPTEMBER 2002**

**CURRICULUM GUIDELINES**

A: Division: **Instructional** Date: **February 2002**  
 B: Department/ **Commerce & Business Admin.** New Course  Revision   
 Program Area: **Business Management**  
 If Revision, Section(s) Revised: **H**  
 Date Last Revised: **1987-02: new course**

C: **BUSN 495** D: **Applied Project** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits						
<b>F:</b> Calendar Description: This course enables students in the Administrative Management Program to acquire practical experience in the functions of management by participating in the day-to-day operation of an organization. Each student will negotiate an agreement for the project work. Project topics may vary from in-depth research to proposals for solutions to management problems.								
<b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <p style="text-align: center;"><b>Seminar and Field Experience</b></p> Number of Contact Hours: (per week / semester for each descriptor)  <table border="0" style="width: 100%;"> <tr> <td><b>Seminar:</b></td> <td style="text-align: right;"><b>16 Hrs.</b></td> </tr> <tr> <td><b>Field Experience</b></td> <td style="text-align: right;"><b>56 Hrs.</b></td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>72 Hrs.</b></td> </tr> </table> Number of Weeks per Semester:  <b>15 week semester</b>	<b>Seminar:</b>	<b>16 Hrs.</b>	<b>Field Experience</b>	<b>56 Hrs.</b>	<b>Total:</b>	<b>72 Hrs.</b>	<b>H:</b> Course Prerequisites:  45 Administrative Management program credits or permission of instructor and effective September 2002, English 12 with a letter grade of "C" or better or approved equivalent.  <b>I.</b> Course Corequisites:  nil  <b>J.</b> Course for which this Course is a Prerequisite:  nil  <b>K.</b> Maximum Class Size:  24	
<b>Seminar:</b>	<b>16 Hrs.</b>							
<b>Field Experience</b>	<b>56 Hrs.</b>							
<b>Total:</b>	<b>72 Hrs.</b>							

**L:** PLEASE INDICATE:

  
  


Non-Credit  
 College Credit Non-Transfer  
 College Credit Transfer:

Requested

Granted

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ([www.bccat.bc.ca](http://www.bccat.bc.ca))

**M:** Course Objectives/Learning Outcomes

The student will be able to:

1. formulate and negotiate a written contract setting out the terms and conditions of the project;
2. devise a set of tasks that can be accomplished within the time allotted;
3. Gather pertinent information and data through interviews, data collections and observation of management activities;
4. Work cooperatively with others to achieve management objectives;
5. Present oral and written reports to colleagues and faculty in a formal environment to simulate typical meetings in organizations;
6. Prepare and technically document a final report on the work performed.

**N:** Course Content

1. The content details will depend upon the particular subject of each project. However, there will be several common topics, and lectures and discussions will be held to deal with:
  - a. The nature of goals, objectives and strategies;
  - b. The art and skills of interviewing;
  - c. Information sources, such as libraries and resource centers;
  - d. The preparation of reports.
2. Criteria for selection of Project Topics:
  - a. A project's subject must be related to management and be viewed by faculty as providing valuable information.
  - b. A project's scope must be such that its objectives can be attained in one semester.
  - c. Because company-confidential information must be protected, preference will be given to projects of which the results may be published and made available to the public.
  - d. The content and results of a project must be original, as plagiarism is viewed as unproductive and a serious offence.
  - e. Although projects are essentially for individuals, partnership agreements may be made.
3. Planning
  - How organizations set objectives
  - Plans to meet objective
  - Strategic planning
 Organizing
  - Types of organizational structure
  - Reporting relationship

	Authority, delegation, accountability, responsibility																											
Leading	Types of leadership Motivation Informal groups																											
Controlling	Organizational measures of performance Quality control techniques Management information systems																											
<p><b>O: Methods of Instruction</b></p> <p>Practica, lectures, symposia, seminars and tutorials may be used in this course. Most of the instruction will be on a one-to-one basis between student and faculty advisor to guide the student through a self-managed work plan. In the case of work-experience projects, most of the learning process will take place on site with employers and co-workers guiding the student’s experience. Weekly communication with faculty advisors will be compulsory.</p>																												
<p><b>P: Textbooks and Materials to be Purchased by Students</b></p> <p>Because of the possible variety of project topics, no general reference material can be prescribed. Specific material will be indicated to each student by the faculty advisor as required.</p>																												
<p><b>Q: Means of Assessment</b></p> <p>Even though the topics and subjects of students’ submissions will vary, there are activities fundamental and common to all that can be evaluated in reviewing weekly interim and final reports as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">a.</td> <td style="width: 75%;">Negotiating the topic</td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td>    i) review of written agreement</td> <td style="text-align: right;">05%</td> </tr> <tr> <td>b.</td> <td>Planning the project</td> <td></td> </tr> <tr> <td></td> <td>    i) review of written plan and schedule</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>c.</td> <td>Implementing</td> <td></td> </tr> <tr> <td></td> <td>    i) review of student’s written materials</td> <td style="text-align: right;">25%</td> </tr> <tr> <td>d.</td> <td>Communicating</td> <td></td> </tr> <tr> <td></td> <td>    i) observing and auditing oral presentations and evaluation of employer feedback</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>e.</td> <td>Final written report</td> <td></td> </tr> </table>		a.	Negotiating the topic			i) review of written agreement	05%	b.	Planning the project			i) review of written plan and schedule	10%	c.	Implementing			i) review of student’s written materials	25%	d.	Communicating			i) observing and auditing oral presentations and evaluation of employer feedback	10%	e.	Final written report	
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i)	review of student's adherence to format	15%
ii)	evaluation of student's ability to convey his/her Results in a clear, concise, logical manner	15%
iii)	evaluation of student's achievement of goals	<u>20%</u>
		100%
<b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR		
No.		

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Course Designer(s): **Joe Ilsever**

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Education Council/Curriculum Committee  
Representative

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Dean/Director: **Jim Sator**

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Registrar: **Trish Angus**

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