

A. Division: APPLIED PROGRAMS Date: February 26, 1987

 B. Department: COMMERCE & BUSINESS ADMINISTRATION New Course: 
Administrative Management Program

 Revision of Course Information Form: 

Dated: \_\_\_\_\_

 C. BUS 495 D. APPLIED PROJECT E. 3  
 Subject & Course No. Descriptive Title Semester Credits

**F. 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.*

**Summary of Revisions:**  
 (Enter date and Section Revised)  
 e.g. 1982-08-25  
 Section C,E,F, and R.

G. Type of Instruction:	Hours Per Week/ Per Semester	
Lecture	_____	Hrs.
Laboratory	_____	Hrs.
Seminar	<u>16</u>	Hrs.
Clinical Experience	_____	Hrs.
Field Experience	<u>56</u>	Hrs.
Practicum	_____	Hrs.
Shop	_____	Hrs.
Studio	_____	Hrs.
Student Directed Learning	_____	Hrs.
Other (Specify)	_____	Hrs.
<b>Total</b>	<u>72</u>	<b>Hrs.</b>

**H. Course Prerequisites:** 45 Administrative Management program credits or permission of instructor
**I. Course Corequisites:**  
Nil
**J. Courses for which this Course is a Pre-requisite:**  
Nil
**K. Maximum Class Size:**  
24

L. College Credit Transfer	<input type="checkbox"/>
College Credit Non-Transfer	<input checked="" type="checkbox"/>
Non-Credit	<input type="checkbox"/>

**M. Transfer Credit:** Requested   
 Granted   
 (Specify Course Equivalents or Unassigned Credit as Appropriate)  
 U.B.C.  
 S.F.U.  
 U. Vic.  
 Other

\_\_\_\_\_  
 Course Designer(s)

\_\_\_\_\_  
 Director / Chairperson

\_\_\_\_\_  
 Divisional Dean

\_\_\_\_\_  
 Registrar

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**N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):**

*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.*

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Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content;  
Q. Method of Instruction; R. Course Evaluation

**O COURSE OBJECTIVES**

*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.*

**P 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.*

**P COURSE CONTENT CON'T**

**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 objectives  
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*

**Q METHOD OF INSTRUCTION**

*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.*

**R EVALUATION**

*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:*

a.	<i>negotiating the topic</i>	
	<i>i) review of written agreement</i>	<i>5%</i>
b.	<i>planning the project</i>	
	<i>i) review of written plan and schedule</i>	<i>10%</i>
c.	<i>implementing</i>	
	<i>i) review of student's written materials</i>	<i>25%</i>
d.	<i>communicating</i>	
	<i>i) observing and auditing oral presentations and evaluation of employer feedback</i>	<i>10%</i>
e.	<i>final written report</i>	
	<i>i) review of student's adherence to format</i>	<i>15%</i>
	<i>ii) evaluation of student's ability to convey his/her results in a clear, concise, logical manner</i>	<i>15%</i>
	<i>iii) evaluation of student's achievement of goals</i>	<i>20%</i>
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		<i>100%</i>