



Self-Directed Study in Business – MGMT 311

Business Management Program

Course Outline

COURSE IMPLEMENTATION DATE: April 2008
OUTLINE EFFECTIVE DATE: September 2023
COURSE OUTLINE REVIEW DATE: March 2028

GENERAL COURSE DESCRIPTION:

This course is designed specifically for hands-on learning in a domestic or international setting. Students undertake a directed study project as an introduction to project management and community development. Students have the opportunity to gain an understanding of the issues facing community and small business development in a domestic or international/intercultural setting.

Program Information: This course may be used as an elective in Business Management, Tourism, and Recreation.

Delivery: This course is undertaken in a self-paced format within a domestic or international work-study placement.

COTR Credits: 3

Hours for this course: 60 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	60
Other Contact Hours	
Total	60

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	
Formal Work Experience	
Other	60
Total	60

- Students complete this self-paced, in-service course in a domestic or international location as agreed upon with the instructor.

Course Outline Author or Contact:

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Signature**APPROVAL SIGNATURES:**

Department Head
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Dean of Business and University Studies
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Department Head Signature_____
Dean of Signature

EDCO

Valid from: September 2023 – March 2028

Education Council Approval Date**COURSE PREREQUISITES AND TRANSFER CREDIT:**

Prerequisites: A minimum grade of C- (55%) in ENGL 100 or in COMC 101. Must be registered in a Business Management program or have Department Head approval.

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

If you are seeking prior credit for this course, evidence of your learning achievement may include

- A report of learning achieved during a domestic or international assignment, related to business and community development; or
- A presentation of your business learning experience in a domestic or international/intercultural setting.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: MGMT 210 ⇔⇔ MGMT 311

Date changed: April 2012

Textbooks and Required Resources:

No specific textbook is assigned for this course. All required resources will be provided.

Please see the instructor's syllabus or check COTR's online text calculator

<http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- identify issues facing a domestic or international/intercultural location in the field of community and business development;
 - apply understanding of global issues to community and business development;
 - utilize time management and personal initiative to manage a small project (or part of a larger project) in a domestic or international/intercultural setting;
 - compose a comprehensive report which details activities undertaken towards the business plan, identifies discrepancies between what was planned and what was achieved, and makes recommendations for further action;
 - reflect on personal growth in knowledge, skills and attitudes related to business and/or international/global competencies; and
 - use presentation skills to effectively communicate the results of a business development project.
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COURSE TOPICS:

1. Pre-placement

Students prepare a business or project plan that is used to guide their activities in the placement location. The plan must demonstrate the student's ability to research and analyze business-related data, and may include an environmental scan, SWOT analysis and other business planning documents. If students are contributing to an existing project or business plan, they may instead detail how their activity contributes to the existing project. Pre-placement activity may include participation in a project-related revenue-generating event in the student's home location.

2. Placement/Practicum

During the practicum experience, student learning includes a focus on one or more business issues, including (but not limited to) the following topics:

- Resource Management
- Strategic Planning
- Business Communication
- Basic Economics
- Organizational Behaviour
- Customer Service
- Entrepreneurial Management
- Research
- Public Engagement
- Marketing

Depending on the nature of the assignment and situation, the Project Report may include information about workshop preparation and presentation, Project Summary Table completion, multimedia documentation and/or promotional materials, and direct business and community development work.

A narrative report of learning (in journal style) also is required.

3. Post-placement

During the post-placement period, the students will develop and deliver at least one oral presentation to college and community members. Presentations are approximately 30 minutes long with time to respond to questions.

EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Business development and/or project plan (completed prior to domestic or international placement)	30%
Project report	30%
Report of learning (journal)	20%
Presentation (completed after domestic or international placement)	<u>20%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

This course is delivered in a self-paced format, both in the student's home location/campus and on-site during an international placement.

EXAM POLICY:

Students must attend all required, scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

Certificate and diploma students are required to maintain a minimum course grade of C- (55%) in all program courses. BBA students are required to maintain a minimum course grade of C (60%) and an average course grade of C+ in all program courses that contributes to the BBA.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.