

## **EFFECTIVE: SEPTEMBER, 2007 CURRICULUM GUIDELINES**

Α.	Division:	Education		lective Date:		September 2007		
В.	Department /	Commerce & Business Admin	Re	vision		New Course	X	
	Program Area:					]		
				Revision, Section(s)				
				vised:				
				te of Previous Revision				
C:		D:	Da	te of Current Revision:		<b>E</b> :		
C.			Portfolio Development		1.5			
	Subject & Cours			riptive Title		Semester Credits		
F:	Calendar Descrip							
	This course will enable students to complete their work experience required for the Bachelor of Business Administration. Students will demonstrate how classroom learning experiences are reflected in the workplace. Students will demonstrate the connection between classroom and practical experience through the completion of a learning portfolio produced to reflect knowledge and skills acquired in the classroom as well as in the workplace. Students also will prepare and present an oral report that will demonstrate the type of experience acquired/practised on the job, a full description of all tasks completed, and the organizational and interpersonal skills utilized in the workplace.							
G:	Allocation of Cor	ntact Hours to Type of Instruction	H:	Course Prerequisites:				
٠.	/ Learning Settings		1					
	,			None				
	Primary Methods	Primary Methods of Instructional Delivery and/or						
	Learning Settings:		I:	I: Course Corequisites:				
	Supervised work	Supervised work experience		None				
	N 1 00							
	Number of Contact Hours: (per week / semester		J:	Course for which this	Cours	se is a Prerequisite		
	for each descripto	for each descriptor)						
	500 houng	500 h		None				
	500 hours  Number of Weeks per Semester:		17	Mariana Class Cia				
			K:	Maximum Class Size	.:			
			35					
	Hours acquired throughout the third and fourth year period as monitored by their supervisor.			33				
L:	PLEASE INDIC	PLEASE INDICATE:						
	Non-Credit							
	College Cre	College Credit Transfer:						
	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)							

M:	Course Objectives / Learning Outcomes						
	The learner has demonstrated the ability to						
	1. Find a suitable placement in an organization which relates to his/her program;						
		2. Explain how learning experiences are reflected in the workplace;					
	3. Develop knowledge and skills specific to his/her career path;						
	<ul> <li>Describe the connection between classroom and practical experience; and</li> <li>Present an oral report that will demonstrate the type of experience acquired and practised on the job.</li> </ul>						
N:	Course Content						
	1. Use job search skills to find a suitable paid position which relates to the program.						
	2. Prepare a learning portfolio which reflects the following:						
	<ul> <li>A sample of course work and assignments completed during the program</li> </ul>						
	Skills and knowledge acquired in the classroom						
	A connection between classroom and practical work experience						
	A collection of experiences acquired and practised on the job						
	An analysis of organizational and interpersonal skills utilized during the work experience						
	3. Preparation and presentation of an oral report explaining how learning experiences are reflected in the						
	workplace, a full description of all tasks completed, and organizational and interpersonal skills utilized in the workplace.						
	are mornplace.						
0:	Methods of Instruction						
	The degree coordinator will monitor students in the completion of their portfolios and make contact with their						
	employers as deemed necessary to ensure the successful completion of the assigned work experience. Individual presentations will be conducted in the classroom at the completion of the work experience.						
	marviduai presentations win de conducted in the classidoin at the completion of the work experience.						
P:	Textbooks and Materials to be Purchased by Students						
	·						
	Information package prepared by the Faculty of Commerce and Business Administration.						
Q:	Means of Assessment						
	Mastery						
R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR						
	5						
	This course is open for PLAR.						
Cours	se Designer(s) Elizabeth Hicks	Education Council / Curriculum Committee Representative					
Dean	: Rosilyn G. Coulson	Registrar: Trish Angus					
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