



## EFFECTIVE: SEPTEMBER 2011 CURRICULUM GUIDELINES

<b>A.</b>	Division: Education	Effective Date:	September 2011	
<b>B.</b>	Department / Program Area: Commerce & Business Admin. / Business	Revision	<input checked="" type="checkbox"/> New Course	<input type="checkbox"/>
		If Revision, Section(s) Revised:	H	
		Date of Previous Revision:	June 2007	
		Date of Current Revision:	May 2010	

**C: BUSN 4500**

**D: Career and Portfolio Development**

**E: 1.5**

Subject & Course No.	Descriptive Title	Semester Credits						
<p><b>F:</b> Calendar Description:</p> <p>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.</p>								
<p><b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Supervised work experience</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p><b>500 hours</b></p> <p>Number of Weeks per Semester:</p> <p><b>Hours acquired throughout the third and fourth year period as monitored by their supervisor.</b></p>	<p><b>H:</b> Course Prerequisites:</p> <p><b>90 CREDITS towards BBA</b> <b>OR</b> <b>Approval of the BBA Coordinator</b></p> <p><b>I:</b> Course Corequisites:</p> <p>None</p> <p><b>J:</b> Course for which this Course is a Prerequisite</p> <p>None</p> <p><b>K:</b> Maximum Class Size:</p> <p><b>35</b></p>							
<p><b>L:</b> PLEASE INDICATE:</p> <table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a>)</p>			<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
<input type="checkbox"/>	Non-Credit							
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<p><b>M:</b> Course Objectives / Learning Outcomes</p> <p>The learner has demonstrated the ability to</p> <ol style="list-style-type: none"> <li>1. Find a suitable placement in an organization which relates to his/her program;</li> <li>2. Explain how learning experiences are reflected in the workplace;</li> <li>3. Develop knowledge and skills specific to his/her career path;</li> <li>4. Describe the connection between classroom and practical experience; and</li> <li>5. Present an oral report that will demonstrate the type of experience acquired and practised on the job.</li> </ol>
<p><b>N:</b> Course Content</p> <ol style="list-style-type: none"> <li>1. Use job search skills to find a suitable paid position which relates to the program.</li> <li>2. Prepare a learning portfolio which reflects the following: <ul style="list-style-type: none"> <li>• A sample of course work and assignments completed during the program</li> <li>• Skills and knowledge acquired in the classroom</li> <li>• A connection between classroom and practical work experience</li> <li>• A collection of experiences acquired and practised on the job</li> <li>• An analysis of organizational and interpersonal skills utilized during the work experience</li> </ul> </li> <li>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.</li> </ol>
<p><b>O:</b> Methods of Instruction</p> <p>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.</p>
<p><b>P:</b> Textbooks and Materials to be Purchased by Students</p> <p>Information package prepared by the Faculty of Commerce and Business Administration.</p>
<p><b>Q:</b> Means of Assessment</p> <p>Mastery</p>
<p><b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>

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Course Designer(s): Elizabeth Hicks

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Education Council / Curriculum Committee Representative

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Registrar