Program: Business Administration

Course: MS PowerPoint

Course description

MS PowerPoint teaches students how to create and manage presentations using a variety of core and intermediate features. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher-level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft PowerPoint Core Exam

Course Prerequisites

None

Equipment Required

No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration

40 hours

Homework Hours

5 -10 hours week

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Identify the basic features and functions of PowerPoint 2016.
2. Identify basic components, symbols, tools and commands of PowerPoint.
3. Create and manage presentations and slide shows.
4. Perform advanced text editing operations.
5. Add graphical elements to the presentation.
6. Create, format, enhance table and charts
7. Insert, modify and delete presenter notes and comments
8. Broadcast, print presentations, create handouts

Textbooks/Materials

Microsoft PowerPoint (most recent edition) + Workbook With 1-year Ebook Access

ISBN: 9780763872724

Course outline:

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**PowerPoint Essentials** a) Working in the PowerPoint Window b) Creating a New Blank Presentation c) Saving a Presentation d) Creating a Presentation from a Template e) Adding, Deleting and Organizing Slides f) Creating a Presentation from Existing Content g) Adding Notes to Your Slides h) Printing a Presentation i) Working with an Existing Presentation	4
2	**Designing a Presentation** a) Formatting Characters b) Formatting Paragraphs c) Working with Lists d) Inserting and Formatting WordArt e) Creating and Formatting Text Boxes f) Using Proofing Tools g) Formatting Presentations with Themes h) Changing Slide Backgrounds i) Working with Different Layouts j) Inserting a Date, Footer and Slide Numbers k) Linking to Web Pages and Other Programs l) Working with Sections m) Customizing Slide Masters	4
3	**Adding Tables to Slides** a) Creating Tables b) Inserting an Excel Worksheet c) Modifying Table Layout d) Formatting Tables	4
4	**Using Charts in a Presentation** a) Building Charts b) Formatting Charts with Quick Styles c) Modifying Chart Data and Elements d) Manually Formatting a Chart	4

material remains relevant and up to date. The instructor will inform students regarding any changes.

Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

Policy Statement: The College has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity / Plagiarism; and other educational issues. These and other policies are available on the website and the general policy procedural handbook.

5	**Creating SmartArt Graphics** a) Adding SmartArt to a Slide b) Modifying SmartArt c) Converting SmartArt to Other Formats	4
6	**Adding Graphics to a Presentation** a) Adding a Picture to a Slide b) Formatting Graphical Elements c) Adding Shapes to Slides d) Organizing Objects on a Slide e) Creating a Photo Album Presentation	4
7	**Using Animations and Multimedia** a) Setting Up Slide Transitions b) Animating Your Slides c) Adding Media Clips to a Presentation	4
8	**Securing and Sharing a Presentation** a) Working with comments b) Merging changes from Multiple Copies of a Presentation c) Protecting a Presentation d) Saving as a Presentation in Different Formats e) Creating a Video	4
9	**Delivering a Presentation** a) Adjusting Slide Orientation and Size b) Customizing Audience Handouts c) Choosing Slides to Display d) Rehearsing Your Delivery e) Setting Up a Slide Show f) Working With Presentation Tools g) Broadcasting and Recording a Presentation h) Packaging a Presentation for CD Delivery	4
10	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers **c)** Final Exam	4

Course Updating: Contents of this course outline are accurate at the time of publication. Revision and updating are performed on an ongoing basis to ensure the

Instructional Methods See program outline

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Quiz	20 %
Project	40 %
Exam	40 %

Attendance Expectations

At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

Attendance is tracked two ways - the first is (clock hours) via online attendance (ie zoom) and tracking of engagement/ completion of tasks.

As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Program: Business Administration

Course: Business Communication Skills

Course description

This course is designed to give students a comprehensive view of business communication practices and importance of well-conducted and well-managed communication process for success of the business.

Students will learn about the ways of ensuring effectiveness of communication in different settings, media, forms and formats.

Students will learn how to build personal credibility, deliver positive and negative feedback, improve listening skills, rephrase for better relationships, deal with difficult people, and handle negative situations.

The course includes interactive exercises allowing participants to practice and improve their communication skills.

Course Prerequisites

None

Equipment Required

No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration

40 hours

Homework Hours

5 -10 hours week

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience.
2. Respond to written, spoken or visual messages in a manner that ensures effective communication.
3. Receive, process and distribute communications in the workplace to assist the flow of information.
4. Use business communication writing style and tone for oral, written and electronic communication.

As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Course outline: Based on main text books, teacher made materials.

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Foundations of Business Communication** a) Examining the Communication Process b) Seeing Communication Pattern at Work c) Barriers to Communication d) Culture and Communication e) Recognizing the Four Approaches to Speaking f) Mastering Non-Verbal Communication Skills g) Mastering Listening Skills h) Handling Conflicts	4
2	**The Writing Process** a) Basics of Business Writing b) Examining the Writing Process c) Exploring your Ideas d) Organizing your Ideas e) Writing the First Draft f) Developing Effective Sentences g) Creating Effective Paragraphs h) Revising and Proofreading Business Messages	4
3	**Memos, Letters, Email and Brief Messages** a) Writing Effective Memos b) Common Types of Business Memos	4

8	**Negotiation and Persuasion Skills** a) Understanding Negotiation Process b) Objectives, Expectations and Outcomes of Negotiation c) Negotiation with Different Types of People d) Deadlocks, Standstills, and Concessions e) Tricks, Traps, and Tactics: What to Be Aware Of f) Setting the Stage: Understanding When and Where to Negotiate **g)** Negotiation and Action Planning	4
9	**9. Ethics of Documentation** a) Copyrights, permission to use, plagiarism b) Writing ethics c) Research ethics d) Ethics of opinion e) Litigation caused by reports	4
10	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers Final Exam	4

Course Updating: Contents of this course outline are accurate at the time of publication. Revision and updating are performed on an ongoing basis to ensure the material remains relevant and up to date. The instructor will inform students regarding any changes.

Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

Policy Statement: The College has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity / Plagiarism; and other educational issues. These and other policies are available on the website and the general policy procedural handbook.

Program: Business Administration

Course: Office Administration Procedures

Course description

This course introduces learners to the best practices in office administration and builds hands-on skills needed in today's digital office. Students will examine various elements of effective front office management, guest services, communication, document formatting, filing and record keeping.

They will also understand the role of Administrative Office Assistants in supporting the management team by organizing, presenting, distributing, archiving and securing the information.

Course Prerequisites

None

Equipment Required

No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration

40 hours

Homework Hours

5 -10 hours week

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
2. Coordinate the collection, analysis, distribution, and response to communications in the workplace to facilitate the flow of information.
3. Outline organizational structures and workflow in organization.
4. Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.
5. Organize and coordinate meetings, conferences, special events and make travel arrangements, including the preparation of related documentation.

these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Course outline:

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Understanding Office Environment** a) Corporate Values, Mission, Org Structure, Business Ethics b) Knowing Your Manager, Colleagues and Team Members c) Understanding Your Role and Career Perspectives d) Knowing Your Workplace, Ergonomics and Environment Saving Practices e) Interpersonal Skills, Creating a Positive Work Environment f) Displaying Ethical Behaviour	4
2	**Issues in the Office** a) Coping with Workload, Multi-tasking b) Understanding Stress and Stressful Issues c) Harassment – Assertion of Power d) Office Politics: Strategy and Game e) Diversity in the work environment	4
3	**Time Management** a) Quality Approach b) Effectiveness and Efficiency c) Time Management Tools and Strategies d) Evaluating Your Workload e) Office Organization f) Work Ethics, Time and Resources	4

10	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers **c)** Final Exam	4

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Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

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Program: Business Administration

Course: Business Mathematics

Course description

Business Mathematics course introduces students to basic mathematical concepts and methods used in the fields of business and finance. It provides step-by-step guidance through sample problems and solutions related to banking, credit, and basic finance.

Students will learn the mathematics involved in payroll, retailing, asset valuation, interest, finance, and the time value of money. Particular emphasis is given to percentages, interest, discounts, and arithmetic of payroll, taxes, trade and cash discounts, establishing retail prices, consumer credit and simple interest

Course Prerequisites None

Equipment Required No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration 40 hours

Homework Hours 5 -10 hours week

Learning Outcomes: **Upon completion of this course, students will be able to:**

1. Gain proficiency in basic mathematical operations related to business and finance.
2. Demonstrate different ways of calculating credit interests.
3. Explain the meaning of simple interest, equivalent rates of interest, promissory and demand notes.
4. Define trade discounts, cash discounts, markup and markdown.
5. Solve budget problems using breakeven and merchandising concepts.
6. Apply methods of critical thinking and problem solving for evaluation of business and financial information.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Course outline:

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Review of Arithmetic** a) The basic order of operation b) Common Fractions c) Complex Fractions d) Percentages e) Applications-Averages, Weighted Average, Payroll	4
2	**Review of Basic Algebra** a) Simplification of Algebraic Expressions b) Integral Exponents c) Fractional Exponents d) Basic concept of Logarithms	4
3	**Ratio, Proportion and Percent** a) Ratio b) Proportions c) The Basic Percentage Problem d) Problems Involving Increase or Decrease in Percent e) Applications-Currency Conversion, Index Numbers	4
4	**Trade Discount, Cash Discount, Markup, and Markdown** a) Computing Discount amount, discount rate, net price and list price b) Cash Discount and Terms of payment c) Markups d) Markdown e) Integrated Problem	6

Program: Business Administration

Course: Financial Accounting Fundamentals

Course description

This course introduces learners to financial accounting fundamentals, the basic structure of accounting, and accounting for liabilities, equity, and assets. It also covers the purpose, implementation methods and effectiveness strategies in making sound financial decisions.

Students will learn about fundamental accounting concepts such as the accounting equation, basic financial statements (i.e., balance sheet, income statement, retained earnings statement, cash flow statement), double-entry accounting, the accounting cycle, and accounting information systems.

In accounting for liabilities and assets, students will learn about control procedures for safeguarding assets, accounting for receivables, accounting for property, plant, equipment, goodwill, and intangible assets, current assets, and accounting for current liabilities and payroll.

Course Prerequisites

None

Equipment Required

No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration

60 hours

Homework Hours

5 -10 hours week

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Understand the basic principles of accounting and accounting for assets and liabilities.
2. Explain the recording process for accounting transaction including adjusting entries, and appreciate how these transactions affect the various financial statements.
3. Outline the principles of internal controls and the importance to businesses, especially as they relate to the cash cycle.

Attendance is tracked two ways - the first is (clock hours) via online attendance (ie zoom) and tracking of engagement/ completion of tasks.

As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Course outline:

Length of course: 60 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Accounting and the Business Environment** a) Overview of Course Outline b) Accounting- The Language of Business c) Ethical Considerations in Accounting and Business d) Accounting Concepts e) The Accounting Equation f) Accounting for and Evaluating Business Transactions g) Understanding Financial Statements including the Relationships between Financial Statements h) Reporting standards: Canadian GAAP and IFRS	4
2	**Recording Business Transactions** a) Understanding accounts, ledgers, journals, and chart of accounts b) Double-entry accounting c) Increases/Decreases to Accounts & Debit/Credit Rules d) Normal Account Balances e) Source Documents and Flow of Accounting Data f) The Trial Balance	4

10	**Internal Control and Cash** a) Cash b) Internal Controls and Procedures c) Bank Accounts as Control Devices d) Internal Control over Cash Receipts e) Internal Control over Cash Payments f) Reporting Cash on the Balance Sheet g) Ethics in Accounting h) IFRS and Cash	4
11	**Receivables** a) Introduction to Receivables b) Accounting for Bad Debts c) Credit Balances in Receivables d) Accounting for Notes Receivables e) Using Accounting Information for Decision Making f) IFRS and Receivables	4
12	**PP&E, Goodwill, and Intangible Assets** a) Measuring the Cost of PP&E b) Measuring Amortization c) Issues in Accounting for PP&E d) Changes in Useful Life of an Amortizable Asset e) Using Fully Amortized Assets f) Disposing of PP&E g) Selling PP&E h) Internal Controls for PP&E i) Accounting for Goodwill & Inangibles j) IFRS and PP&E, Goodwill, & Intangibles	4
13	**Current Liabilities and Payroll** a) Current Liabilities- Absolute b) Current Liabilities- Estimated c) Contingent Liabilities d) Ethical Issues in Accounting- Current Liabilities e) Accounting for Payroll f) Gross Pay and Net Pay g) Payroll Entries h) Payroll Systems i) Recording Cash Payments j) Internal Control over Payroll k) Reporting Payroll Expense and Liabilities l) IFRS and Current Liabilities	4

14	**Course Overview & Exam Preparation** a) Course Overview b) Questions and Answers	4
15	**Exam** Final Examination	4

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Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

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3	**Measuring Business Income: the Adjusting Process** a) Accrual Basis of Accounting versus Cash Basis of Accounting b) Adjusting the Accounts c) The Adjusted Trial Balance d) Preparing Financial Statements from the Adjusted Trial Balance e) Relationships between Financial Statements f) Ethical Issues in Accrual Accounting g) Implications for IFRS	4
4	**Completing the Accounting Cycle** a) The Accounting Cycle b) Closing Accounts c) Correcting Entries d) Classifying Assets and Liabilities e) Accounting Ratios	4
5	**Merchandising Operations & the Accounting Cycle** a) Overview of Merchandising Operating Cycle b) Inventory Systems- Periodic & Perpetual c) Goods & Services Tax d) Adjusting and Closing Accounts e) Financial Statement Preparation	4
6	**Accounting for Merchandise Inventory** a) Inventory Costing Methods b) Accounting Principles and Inventories c) Inventory Issues d) Estimating Ending Inventory	4
7	**Mid-term Review** a) Class 1-6 Overview b) Questions and Answers	4
8	**Mid-term Exam** Mid-term Exam	4
9	**Accounting Information Systems** a) Effective Accounting Information Systems b) Computerized versus Manual Accounting c) Special Journals d) General Journal e) Sales Taxes	4

4. Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.

Textbooks/Materials

Horngren's Accounting, Volume 1, (most recent edition - Canadian) Plus MyLab Accounting -- Access Card Package, 11/E

ISBN: 9780135359709

Instructional Methods See program outline

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations.

All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Homework	15 %
Assignments	40 %
Exams	45 %

Attendance Expectations

At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

5	**Breakeven and Cost-Volume-Profit Analysis** a) Break-Even analysis and Cost-Volume-Profit Relationships b) Contribution and Contribution Margin c) Effect of Changes to Cost-Volume-Profit	6
6	**Simple Interest** a) Finding The amount of Simple Interest b) Finding the Principal, Rate or Time c) Computing Future value(Maturity Value) d) Finding the Principal(Present Value) e) Computing Equivalent Values	6
7	**Simple Interest Applications** a) Promissory Notes-Basics Concepts and Computations b) Maturity value of Interest Bearing Promissory Notes c) Present Value of Promissory Notes d) Demand Loans e) Line of credit and credit card Loans f) Loan Repayment Schedules	6
8	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers c) Final Exam	4

Course Updating: Contents of this course outline are accurate at the time of publication. Revision and updating are performed on an ongoing basis to ensure the material remains relevant and up to date. The instructor will inform students regarding any changes.

Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

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Textbooks/Materials

Contemporary Business Mathematics with Canadian Application (most recent edition) ISBN: 9780135405871

Instructional Methods See program outline

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Quiz	10 %
Project	20 %
Assignment	20 %
Exams	50 %

Attendance Expectations

At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

Attendance is tracked two ways - the first is (clock hours) via online attendance (ie zoom) and tracking of engagement/ completion of tasks.

As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.

4	**Telecommunications** a) Communication Skills b) Making Productive Telephone Calls c) Receiving Telephone Calls d) Developing Effective Telephone Techniques e) Telephone Ethics	4
5	**Building Communications Skills** a) Examining Communications Process b) Writing Effective Business Messages c) Preparing Written Communications d) Preparing Documents for Distribution e) Demonstrating Ethics in Writing f) International Correspondence	4
6	**Records Management** a) Managing Electronic and Paper Records b) Indexing and Alphabetizing Rules c) Electronic and Paper Records Filing and Retention d) Ethical Issues in Records Management e) Record life cycle f) Canada's Anti-Spam Legislation	4
7	**Banking and Accounting Procedures** a) Banking Procedures, Checks, Deposits, Reconciliations b) Accounting Procedures, Payroll, Financial Statements c) Functions of Accounting Department d) Ethics in Accounting Procedures	4
8	**Travel for Business Arrangements** a) Planning the Trip b) Arranging the Travel c) Following Through d) Ethical Issues in Reporting Travel Expense	4
9	**Meetings and Conferences** a) Before the Meeting b) During the Meeting c) Meeting Follow-Up d) Team Meetings e) Virtual Meetings f) Ethical Behavior in Meetings g) Conferences	4

Textbooks/Materials Administrative Procedures for the Canadian Office Plus Companion Website with Pearson eText 2.0 -- Access Card, 10/E (most recent editions)

ISBN: 9780133951646

Instructional Methods See program outline

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Quiz	20 %
Project	20 %
Assignment	20 %
Exam	40 %

Attendance Expectations At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

Attendance is tracked two ways - the first is (clock hours) via online attendance (ie zoom) and tracking of engagement/ completion of tasks.

As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours

	c) Knowing When To Use Email d) Recognizing when not to use Email e) Putting Your Letters To work f) Parts of a Standard Business Letter g) Writing Positive Business Letters h) Writing Negative Business Letters i) Selling with Persuasive Letters j) Writing Claim Letters k) Writing Collection Letters	
4	**Report structure** a) Table of contents b) List of figures, graphs, tables and pictures c) Abstract and executive summary d) Introduction e) Body of the report f) Findings, observations and discussions g) Conclusions and recommendations h) Appendices and references	4
5	**Spoken Communication** a) Speaking Assertively-The Positive Approach b) Getting the Most Out of Telephone c) Voice Mails That Do the Job d) Planning Productive Meetings e) Participating in Meetings f) Leading Meetings	4
6	**Speeches and Oral Presentations** a) What Breaks a Presentation b) What makes a Presentation c) Making the Most of Your Content d) Giving Presentation with Impact e) Putting your Supporting Material to Work f) Overcoming Stage Fright g) Responding to Audience Questions	4
7	**Project Proposals** a) Writing proposals b) Preparing application documentation c) Follow-up	4

5. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
6. Adapt language and communication style to ensure understanding by diverse range of people
7. Prepare and deliver an effective presentation and supporting documentation.

Textbooks/Materials Business Communication: Communicate Effectively in Any Business Environment (most recent edition)

ISBN: 9781118729991

Instructional Methods See program outline

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Project	10 %
Assignment	25 %
Exams	65 %

Attendance Expectations At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

Attendance is tracked two ways - the first is (clock hours) via online attendance (ie zoom) and tracking of engagement/ completion of tasks.

Program: **Business Administration**

Course: Project Management

Course description

This course covers fundamentals of project management methods. It reviews project management framework in an organization and covers in-depth, the tools and techniques used in initiating, planning, executing, monitoring and controlling, and closing a project to achieve the goals of the project within schedule and budget constraints.

Various project examples are used to demonstrate the application of Project Management Body of Knowledge (PMBOK) to real life scenarios.

The course is fully aligned with the Project Management Institutes (PMI's) PMBOK and allows learners also prepare for PMI certification exams.

Course Prerequisites

None

Equipment Required

No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration

40 hours

Homework Hours

5 -10 hours week

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Outline project management framework, define a project and develop project charter.
2. Recognize specific stakeholder expectations, other requirements and applicable methodologies for successful project management.
3. Demonstrate comprehensive knowledge of Project Management Processes and knowledge areas.
4. Identify a range of tools that are appropriate to the needs and requirements of the project from initiating, planning, executing, monitoring, controlling and closing all processes.
5. Apply quality management principles to control and improve the quality of work being performed.
6. Execute, monitor, and control the project through planning for variances and responses.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Course outline:

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Project Life Cycle and Management Processes** a) Project, Project Categories and Management b) Role of a Project Manager c) Project Management Body of Knowledge d) Organizational Cultures, Styles and Structures e) Stakeholders f) Project Life Cycle Overview g) Project Management Processes	4
2	**Initiating a Project** a) Project Selection Methods b) Prioritizing Projects c) Developing Project Charter	2
3	**Project Scope Planning** a) Collecting Project Requirements b) Defining Scope c) Creating Work Breakdown Structure	4
4	**Project Scheduling and Budgeting** a) Project Time Management Overview b) Time Planning c) Project Cost Management Overview d) Cost Planning	4
5	**Planning Project Integration** a) Project Management Integration Overview b) Develop Project Management Plan c) Planning Quality d) Developing Human Resource Plan e) Developing Communications Plan	4

	i) Contract Litigation j) Arbitration	
11	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers **c)** Final Examination	4

Course Updating: Contents of this course outline are accurate at the time of publication. Revision and updating are performed on an ongoing basis to ensure the material remains relevant and up to date. The instructor will inform students regarding any changes.

Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

Policy Statement: The College has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity / Plagiarism; and other educational issues. These and other policies are available on the website and the general policy procedural handbook.

	f) Developing Risk Management Plan g) Developing Procurement Management Plan	
6	**Executing a Project** a) Direct & Manage Project Execution b) Perform Quality Assurance c) Acquire Project Team d) Develop Project Team e) Manage Project Team f) Conduct Procurements	4
7	**Monitoring and Controlling a Project** a) Monitor & Control Project Work b) Perform Integrated Change Management c) Verify Scope d) Control Scope e) Perform Quality Control f) Administer Procurements g) Control Schedule & Costs h) Report Performance i) Monitor & Control Risks	6
8	**Closing a Project** a) Close Project or Phase b) Close Procurements	2
9	**Negotiating** a) Critical elements of negotiations b) Stages of negotiations c) Planning and preparing for negotiations d) Strategies and tactics of negotiations e) Power of the Project Manager f) Conflict Management	2
10	**Law for Project Managers** a) Elements of a Contract b) Privity c) Fixed Price Contracts d) Cost-Reimbursable Contracts e) Contract Type Selection f) Common Contract Clauses g) Contract Changes h) Contract Termination	4

Textbooks/Materials A Guide to the Project Management Body of Knowledge (PMBOK GUIDE) (most recent edition)

ISBN: 9781628253825

Instructional Methods See program outline

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Project	30 %
Assignments	30 %
Exam	40 %

Attendance Expectations At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

Attendance is tracked two ways - the first is (clock hours) via online attendance (ie zoom) and tracking of engagement/ completion of tasks.

As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.