

SAMPLE COURSE OUTLINE

Course Code, Number, and Title:

BUSM 4805: Professional Business Practice

Course Format:

[Course format may vary by instructor. The typical course format would be:]

Lecture 4 h + Seminar 0 h + Lab 0 h

Credits: 3

Transfer credit: For information, visit bctransferguide.ca

Course Description, Prerequisites, Corequisites:

This course is designed to provide fundamental skills necessary for success in the Canadian business environment. Successful students will develop the skills and competencies required to present themselves and their work in a professional manner according to business ethics and societal norms. The course will allow students to develop skills and strategies to manage office politics, social situations, and professional communication.

Prerequisites: n/a

Corequisites: None

Registration restricted to students enrolled in the PDD-A, PDD-BA, and PDD-MM programs

Learning Outcomes:

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

- adapt to Canadian business cultural norms
- behave professionally in all facets of business
- present him/herself in a professional manner in a variety of business scenarios

Instructor(s): TBA

Office: TBA **Phone:** 604 323 XXXX **Email:** TBA

Office Hours: TBA

Textbook and Course Materials:

[Textbook selection may vary by instructor. An example of texts and course materials for this course might be:]

For textbook information, visit https://mycampusstore.langara.bc.ca/buy_courselisting.asp?selTerm=3|8

Note: This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.

Assessments and Weighting:

Final Exam %

Other Assessments %

(An example of other assessments might be:) %

Assignments: 50%

Participation/In class assignments: 20%

Other presentations: 30%

There is no final exam in this course because the content requires demonstration of skills and values, therefore presentations, assignments and participation are more appropriate evaluation methods.

Participation factors:

- Participates constructively, actively and respectfully in class
- Exhibits consistent preparedness (homework completed, reading done)
- Demonstrates teamwork by working well with others
- Demonstrates positive personal leadership when appropriate, such as during class room activities
- Seeks to understand and acknowledge others' thoughts by asking probing questions
- Encourages open, respectful dialogue; moves discussion forward by encouraging others to contribute
- Displays integrity and professionalism at all times
- Remains engaged and attentive throughout the class

Proportion of individual and group work:

Individual: 50%

Group: 50%

This generic outline is for planning purposes only.

Grading System: Letter grade

Specific grading schemes will be detailed in each course section outline.

Passing grade: C

Topics Covered:

[Topics covered may vary by instructor. An example of topics covered might be:]

- Cultural differences in business processes and practice
- Integrity in the workplace
- Business ethics
- Office politics
- Conduct at work including special events and occasions
- Social and travel etiquette
- Social sensitivity
- Business dress, hygiene and grooming
- Business communications
- Time management
- Meetings and conventions

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

College Policies:

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses](#)

Departmental/Course Policies:

This generic outline is for planning purposes only.