

## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Winter 2025

#### BA4950 (A3): Management Capstone Course – 6 (6-0-0) 90 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Carolyn Vasileiou

**OFFICE:** C201

**OFFICE HOURS:** Tuesday/Thursday 10:00–11:30am or by appointment

**PHONE:** 780–539–2221

**E-MAIL:** [cvasileiou@nwpolytech.ca](mailto:cvasileiou@nwpolytech.ca)

**CALENDAR DESCRIPTION:** This capstone course integrates learning derived from all courses in the program. Working in multi-disciplined groups, students will have the option of either compiling a comprehensive business plan for a new venture or undertaking a comprehensive business consulting project for an existing business looking to substantially change its footprint in the marketplace.

**PREREQUISITE(S):** This course is only available to students in their final year of the Bachelor of Business Administration program.

#### **REQUIRED MATERIALS:**

Please refer to myClass to access resources for the course.

Bring Your Own Device – Make sure you are aware of these minimum requirements as you are bringing your own device.

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

**DELIVERY MODE(S):** Attend on campus, in person.

This 6-credit course requires work outside of class time. The total learning effort includes a combination of class contact time and independent study. Independent study is work outside of class, for example: reading, homework assignments, group work, research, and/or report writing.

## LEARNING OUTCOMES:

1. Enhance the written and verbal communication skills of students necessary to execute a strategic business plan or consultation project.
2. Develop understanding of short- and long-term strategic planning in small businesses.
3. Apply business and personal ethics.
4. Incorporate core business functions into a well-rounded business plan or consultation project.
5. Develop marketing, operational, financial, and customer service plans that support business operations.
6. Compile a comprehensive plan that addresses a business opportunity, problem, or management issue of a rural, northern, or Indigenous business.

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

\*\* For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

## EVALUATIONS:

Assignments	30%
Strategic Business Plan	70%
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Total:	100%

## GRADING CRITERIA:

Please note that most institutions will not accept your course for transfer credit IF your grade is less than C-.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:** Please see myClass for a detailed schedule.

## STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of NWP. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies,

procedures or rules; please see

<https://www.nwpolytech.ca/about/administration/policies/>

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

## STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

## Additional Information:

### Attendance

Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the scheduled class. There is considerable group work in this course and students are expected to attend class and work diligently with other classmates on their group projects.

### Cell Phones, Recording and Photos

The use of cell phones during class time is unprofessional and distracting to the instructor as well as fellow students. Cell phones must be turned off or set to silent and placed out of sight during class time. Recording lectures or taking photos in class is strictly prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed, or displayed in any public manner. Any images taken without instructor consent will need to be deleted immediately.

### Email

Webmail correspondence must be sent to your instructor from your NWP Webmail account and be professionally formatted with correct spelling and grammar. Webmail must include a subject line and reference to the course code and material(s).

All communications regarding and within a course shall be considered confidential and solely for the use of the intended recipient.

### Copyright

NWP respects Canadian and International laws and agreements with respect to the use of copyright materials. It is the responsibility of the individual using copyrighted materials to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy, and the Copyright Practices Guide for NWP instructors and Staff. See <https://www.nwpolytech.ca/about/administration/policies/index.html> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=71>

Turnitin plagiarism detection software may be used in this course. Students are required to submit their assignments by the due date provided by the instructor.