

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2026

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: Doris Hoveland

PHONE: 780-539-2824

OFFICE: C423

E-MAIL: DHoveland@nwpolytech.ca

OFFICE HOURS: Tuesday & Thursday 10:00 am - 11:30 am or by appointment

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: 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 - For device, software, and network requirements, please visit the following link: <https://www.nwpolytech.ca/doc.php?d=TECHREQ>

DELIVERY MODE: Attend 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%
Total	<u>100%</u>

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:

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.

Professional Behavior:

Students are expected to conduct themselves in a professional manner. This includes, but not limited to, interacting with others appropriately and respectfully; refraining from texting or chatting during class; arriving to class prepared and on time; and remaining for the duration of the activities. Students may be asked to leave if the behavior becomes disruptive.

Recording:

Recording lectures or taking photos in class is 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 recordings or images taken without the instructor's consent must be deleted immediately.

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.

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.