



# Grande Prairie Regional College

## Department of Business

### COURSE OUTLINE – WINTER 2014 BA 2000 Seminar in Business Policy 3(3-1-0) UT [60 hours]

<b>Instructor</b>	Cibylla Rakestraw	<b>Phone</b>	Office: 780-539-2873
<b>Office</b>	C205		Cell: 780-512-5129
<b>Office Hours</b>	Mondays from 1:00 – 2:30 pm, Thursdays from 1:30 – 3:00 pm By appointment at other times or on a drop in basis if I'm free	<b>Email:</b>	<a href="mailto:crakestraw@gprc.ab.ca">crakestraw@gprc.ab.ca</a>

#### **Prerequisite(s)/co-requisite(s):**

Business Administration Certificate or the consent of the instructor

#### **Required Text/Resource Materials:**

There is no required text for this course.

#### **Calendar Description:**

Through a seminar approach, this course explores the many ethical dimensions of business and includes a major group project for which class time is allotted.

#### **Credit/Contact Hours:**

BA2000 consists of four hours weekly – though time is spent in non-traditional ways. Class time until the annual student business conference will be used for both “business policy” and “conference planning.” After the conference, class time will be devoted to the business policy aspects of the course.

**Delivery Mode(s):**

BA 2000 is the capstone course for students specializing in marketing in their final semester in Business Administration at Grande Prairie Regional College. As the name of the course suggests, the course includes an in-depth look at ethical and policy related matters, as well as globalization theory and issues. Through an intense "Readers' Response" journaling curriculum and teaching practice, students are introduced to critical and creative thinking and the many problems/uncertainties/complexities that mark the terrain of living and working in an age of globalization. As well, the course also attempts to integrate theory and practice by involving students in a major practical project – the planning and execution of the annual Department-wide Business Conference.

**Objectives:**

- To develop critical/creative thinking skills
- To enhance research/observation skills
- To gain an appreciation of ethical implications of business policy
- To garner an appreciation of globalization processes
- To improve writing skills
- To serve as a capstone marketing experience integrating knowledge from other courses and disciplines
- To improve presentation and facilitation skills
- To experience a major project involving "real life" risks and opportunities
- To enhance project management skills
- To enhance team skills
- To serve the Department, College, and Community through a major project

**Transferability:**

\*\* 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.

**Grading Criteria:**

Grades will be assigned on the Letter Grading System.

**Business Administration and Commerce Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A+</b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 - 89</b>	
<b>A-</b>	<b>3.7</b>	<b>80 - 84</b>	<b>FIRST CLASS STANDING</b>
<b>B+</b>	<b>3.3</b>	<b>77 - 79</b>	
<b>B</b>	<b>3</b>	<b>73 - 76</b>	<b>GOOD</b>
<b>B-</b>	<b>2.7</b>	<b>70 - 72</b>	
<b>C+</b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>63 – 66</b>	
<b>C-</b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D+</b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

Academic journal responses to seminar topics	30%
Book review & presentation	10%
Active & effective participation in class debates	20%
Major project – contribution toward the Business Conference including written reports pre-conference and e-mails sent to the group through the planning stages	25%
Evaluation of the major project	5%
Final exam	10%
Attendance at the Business Conference in its entirety. Please note that the Conference is on March 27,2014	Credit or non-credit

## **Examinations:**

There is one final examination for this course.

## **Student Responsibilities:**

### **The Academic Journal**

A major portion of the mark in BA2000 is based on entries in an academic journal. The entries will be due weekly during the Thursday class – focused on the seminar topic covered in the previous week. Students are expected to explore other perspectives of the issues explored through research. Because of the process involved, journal entries will not be accepted late. The entries should be word processed – about 750 words as a minimum length. One of the early classes in the semester will deal specifically with journal writing and critical thinking to assist you in your journal writing.

### **The GPRC Business Conference**

Students in BA2000 plan, organize, and present the GPRC Business Conference on March 21<sup>st</sup>. This conference is attended by all GPRC Business Administration, Commerce, and Hospitality and Tourism students as well as many Fitness Leadership students and student from area high schools. The project includes organizing the day, a meal for all attendees, breakout sessions, and presentations in the theatre including a keynote speaker .

### **Course Policies**

It is critical and crucial that you attend each planning meeting with your team in reference to the Business Conference. And, it is equally critical that you attend each of the seminar presentations because it will be impossible to write a response to something you have not heard. Should you miss a class, I will ask you to sign an attendance contract. Subsequent absences may result in your withdrawal from the course.

It is expected that class lab hours will be dedicated toward committee work on the Business Conference.

Class records will be maintained until the beginning of the fall semester. These records will then be destroyed in a secure manner. Any unclaimed student paper or assignments will be destroyed within 30 days of the last class. Selected student projects may be kept and used for a variety of purposes – provided that consent has been granted by the student(s) involved.

**Statement on Plagiarism:**

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration.policies/](http://www.gprc.ab.ca/about/administration.policies/)\*\*

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

**Course Schedule/ Tentative Timeline:**

January 7 - 9	Introduction to journal writing and critical thinking. Begin planning Business Conference.
January 14 - 16	Review of 1 <sup>st</sup> film
January 21 - 23	Business Conference planning 1 <sup>st</sup> debate
January 28 - 30	Review of 2 <sup>nd</sup> film
February 4 - 6	Business Conference planning 2 <sup>nd</sup> debate
February 11 - 13	Review of 3 <sup>rd</sup> film
February 17 - 21	Reading Week
February 25 - 27	Business Conference planning 3 <sup>rd</sup> debate
March 4 - 6	Review of 4 <sup>th</sup> film
March 11 - 13	Business Conference planning 4 <sup>th</sup> debate
March 18 - 20	Review of 5 <sup>th</sup> film
March 25 - 27	Business Conference planning GPRC Business Conference
April 1 - 3	Conference review & follow up
April 8 - 10	5 <sup>th</sup> debate Final exam

The above schedule is subject to change depending on the needs of the class and the conference planning process.