



**PROFESSOR**

Name	Phone number	Office	Email
Dr. Blair Baldwin		E220	bbaldwin@okanagan.bc.ca

**Learning Outcomes**

Upon completion of this course students will be able to:

1. Analyze opportunities and challenges facing an organization using acquired business knowledge.
2. Design a client relationship process including performance indicators, reporting, documentation, professional communications and time management tools.
3. Evaluate data and information to identify causes of business problems and to identify new opportunities for an organization to improve its competitive advantage.
4. Create detailed solutions for an organization's opportunities and challenges.
5. Conduct a review of the project, process and team and individual performances.

**Course Description**

Through an applied learning experience, this course will engage students to work with an organization on a business project relevant to the sustainability of that organization. Students will consolidate and apply their current knowledge and gain new knowledge by working directly with an organization. Mutually defined outcomes for the project

## Course Objectives

The course has the following objectives:

1. Develop consulting expertise.
2. Create an application-based experience.
3. Develop competency in team and stakeholder collaboration.
4. Develop and apply critical thinking and communications skills.

The course will cover the following content: See weekly schedule herein.

## Applied Business Project Outline

The project-based course requires contact with the professor and organization periodically throughout the term. Organizations and teams will be matched prior to or at the immediate start of the course. Teams will meet initially with the organization and the professor to determine and agree upon the challenges and opportunities to be studied. There will be weekly project review meetings with the professor during the project to formally evaluate progress and team performance. The use of progress reports submitted to the professor will guide the relationship between the students and their professor as well as between the students and the organization. Students can expect to spend 75-100 hours on the project related work including readings, research, team, organization and professor meetings and preparation of all reports and presentations. The majority of this time will be required for teamwork and interaction with the organization.

### Special Note: Ethics Review

It is anticipated that very few projects will require ethics review. Students are reminded that, if any of the project work engages in primary research, it will require Ethics Board approval. In such case, students, in conjunction with the appropriate professor, will submit their projects for review by the Okanagan College Research Ethics Board. Normally, ethics approval through the College is only needed if the research is not part of the normal business of the host organization, and the host agency does not have its own ethics process. All students will consult with their professor with regard to the need for ethics review. In the event that the research requires approval by the Okanagan College Research Ethics Board, the student team will be responsible for determining the date by which submission must occur in order to ensure the project can start on time.

## Professional Conduct

Each student represents the Okanagan School of Business, Okanagan College. It is important that the relationship with the chosen organization is developed and maintained on a professional basis throughout the course. Since the project's success depends on student interactions with the organization and amongst team members, it is critical that each student's attitude, style, personality and communications are honest, integral, sincere and respectful.

The student's role as a professional is to listen and engage with the organization to create dialogue and communicate professionally with the organization. It is important to respect all of the legal rules governing the student relationship with the organization to ensure that no confidential information is shared or that there is any infringement on intellectual property owned by the organization. If you are asked to sign a non-disclosure agreement, please bring this to your professor's attention to ensure its terms are fair.

Each student will be given full capability to manage the project towards achieving the Learning Outcomes and Course Objectives outlined herein. Regular contact with the professor and the





### Course Schedule

Monday, January 10 - Classes Start  
Monday, February 21 - Statutory Holiday (no classes)  
Tuesday, February 22 – Friday, February 25 mid-semester study break  
March 4 – last day to drop course without academic penalty  
Thursday, April 14 – Last Day of Regular Classes  
Friday, April 15 – Monday, April 18 – Statutory Holidays

<b>Month/ Week</b>	<b>Weekly In-Class Content</b>
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**SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading,



