



## COURSE OUTLINE: PMC107 - BUSINESS OPERATIONS

Prepared: Angela Katimbang

Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

<b>Course Code: Title</b>	PMC107: BUSINESS OPERATIONS
<b>Program Number: Name</b>	2176: PROJECT MANAGEMENT
<b>Department:</b>	BUSINESS/ACCOUNTING PROGRAMS
<b>Semesters/Terms:</b>	20F, 21W, 21S
<b>Course Description:</b>	This course is designed to provide non-business students entering the Project Management (Post-Graduate Certificate) program with an understanding of the fundamentals of business operations management and the role that it plays within an organization. In this practical course, the students will develop an appreciation for the challenges in providing world-class products, services, and the ability to use some analytical and conceptual framework to guide their approach and thinking about business operations and project management. The students will be able to discuss each topic in relation to their background and relate relevance of the business concepts to their learning of Project Management.
<b>Total Credits:</b>	3
<b>Hours/Week:</b>	3
<b>Total Hours:</b>	45
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<p><b>2176 - PROJECT MANAGEMENT</b></p> <p>VLO 2 Align the project to the organization's strategic plan, quality assurance processes and business justification throughout its lifecycle.</p> <p>VLO 8 Implement general business concepts, practices, and tools to facilitate project success.</p>
<b>Essential Employability Skills (EES) addressed in this course:</b>	<p>EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>EES 4 Apply a systematic approach to solve problems.</p> <p>EES 5 Use a variety of thinking skills to anticipate and solve problems.</p> <p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p>

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2020-2021 academic year.



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	<p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>				
<b>Course Evaluation:</b>	<p>Passing Grade: 50%, D</p> <p>A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.</p>				
<b>Other Course Evaluation &amp; Assessment Requirements:</b>	<p><b>ASSIGNMENTS</b> All assignments are due on the appropriate date at the BEGINNING OF CLASS.</p> <p><b>LATE ASSIGNMENTS</b> Late assignments will not be accepted. If you will not be attending class, assignments are stated due date as per standard assignment submission policy. There are no makeup assignments and submission deadlines are adhered to in this course. If you have extenuating circumstances, please advise the instructor in a timely basis.</p> <p><b>MISSED TESTS and EXAMS</b> There are no makeup exams. If you have extenuating circumstances, please advise the instructor in a timely basis.</p> <p><b>ATTENDANCE</b> Attendance is required for all classes. If you are not able to attend, please advise the instructor.</p> <p><b>CANCELLED CLASSES</b> If classes should be canceled, students will be notified by the instructor and/or Sault College. If assignments are due, students are required to email completed assignments to the instructor on or before the start of the scheduled class time.</p> <p><b>ACADEMIC INTEGRITY</b> Sault College takes academic integrity very serious. No student should submit any work (in whole or in part) that has not been written or developed by the student responsible for the assignment/project. Those students who breach academic integrity are liable to receive a grade of F or withdrawal from the program.</p>				
<b>Books and Required Resources:</b>	<p>A Guide to the Project Management Body of Knowledge by Project Management Institute Publisher: Project Management Institue Edition: 6th</p> <p>Understanding Canadian Business by William Nickels, James McHugh, Susan McHugh, Rita Cossa, Julie Stevens, Bob Sproule Edition: 10th Canadian Edition</p> <p>Understanding Canadian Business, Connect w/SmartBook - 365 day subscription (Alt by Nickels Publisher: McGraw Ryerson Ltd. Edition: 10th</p>				
<b>Course Outcomes and Learning Objectives:</b>	<table border="1"> <thead> <tr> <th>Course Outcome 1</th><th>Learning Objectives for Course Outcome 1</th></tr> </thead> <tbody> <tr> <td>1. Align the project to the organization`s strategic plan, quality assurance processes and business justification throughout its</td><td></td></tr> </tbody> </table>	Course Outcome 1	Learning Objectives for Course Outcome 1	1. Align the project to the organization`s strategic plan, quality assurance processes and business justification throughout its	
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	<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>										
	2. Implement general business concepts, practices, and tools to facilitate project success.											
	<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>										
	3. Demonstrate the relationship between Business Management and Project Management.											
	<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>										
	4. Introduce project management processes or practices into business operations.											
<b>Evaluation Process and Grading System:</b>	<table><tr><th>Evaluation Type</th><th>Evaluation Weight</th></tr><tr><td>Assignments and Case Studies</td><td>25%</td></tr><tr><td>Final Exam</td><td>30%</td></tr><tr><td>Mid-Term Exam</td><td>20%</td></tr><tr><td>Quizzes</td><td>25%</td></tr></table>		Evaluation Type	Evaluation Weight	Assignments and Case Studies	25%	Final Exam	30%	Mid-Term Exam	20%	Quizzes	25%
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<b>Date:</b>	June 22, 2020											
<b>Addendum:</b>	Please refer to the course outline addendum on the Learning Management System for further information.											

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