



EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / Program Area: **Commerce & Business Admin.** Revision New Course

If Revision, Section(s) Revised: **C,H,J**

Date of Previous Revision: **June 1996**

Date of Current Revision: **September 2004**

C: **BUSN 3310** **D:** **ORGANIZATIONAL MANAGEMENT SKILLS** **E:** **3**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description:		
This course enables a student to develop necessary skills in preparation for a career in organizational management. By learning and practicing personal skills, interpersonal skills, and		

Allocation of Contact Hours to Type of Instruction / Learning Settings

Primary Methods of Instructional Delivery

<p>Lecture: 1</p> <p>Seminar: 3</p> <p>Total: 4</p> <p>Number of Weeks per Semester:</p> <p>15 Weeks X 4 Hours per Week = 60 Hours</p>	<p>K: Maximum Class Size:</p> <p style="text-align: center;">35</p>
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L: PLEASE INDICATE:

	Non-Credit
	College Credit Non-Transfer
x	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

No

Course Designer(s): Laurel Donaldson

Education Council / Curriculum Committee
Representative
Laura Byrne

Dean / Director: Rosilyn G. Coulson

Registrar: Trish Angus

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