

## SAMPLE COURSE OUTLINE

### Course Code, Number, and Title:

BUSM 1500: Business Presentation Skills

### Course Format:

[Course format may vary by instructor. The typical course format would be:]

Lecture 3 h + Seminar 1 h + Lab 0 h

**Credits:** 3

**Transfer credit:** For information, visit [bctransferguide.ca](http://bctransferguide.ca)

### Course Description, Prerequisites, Corequisites:

This course will develop the communication skills to prepare students to act effectively in a range of practical business situations. It will include skill development in managing meetings, public speaking and interpersonal communications in a business setting. Students will be required to develop presentations using PowerPoint.

*Prerequisites and Corequisites unavailable, please consult Department for details*

### Learning Outcomes:

Upon successful completion of this course, students will be able to:

- deliver an impromptu presentation to a live, in-person audience
- prepare and utilize visual aids effectively in presentations
- develop and deliver an effective team presentation to a live, in-person audience
- engage an audience effectively
- develop and deliver varied, professional presentations to a live, in-person audience
- identify strengths and areas for improvement in their presentation style and skills.

**Instructor(s):** TBA

**Office:** TBA      **Phone:** 604 323 XXXX      **Email:** TBA

**Office Hours:** TBA

### Textbook and Course Materials:

[Textbook selection may vary by instructor. An example of texts and course materials for this course might be:]

Summer 2019:

For textbook information, visit [https://mycampusstore.langara.bc.ca/buy\\_courselisting.asp?selTerm=3|8](https://mycampusstore.langara.bc.ca/buy_courselisting.asp?selTerm=3|8)

snəwəyət̓ leləm̓ Langara College acknowledges that we are located on the unceded territory of the Musqueam people.

Note: *This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.*

## **Assessments and Weighting:**

**Final Exam %**

**Other Assessments %**

(An example of other assessments might be:) %

*Information currently unavailable, please consult Department for details*

## **Grading System:**

Specific grading schemes will be detailed in each course section outline.

*Information currently unavailable, please consult Department for details*

## **Topics Covered:**

[Topics covered may vary by instructor. An example of topics covered might be:]

*Information currently unavailable, please consult Department for details*

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

## **College Policies:**

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses](#)

## **Departmental/Course Policies:**

*This generic outline is for planning purposes only.*