

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

<b>Course Code and Number:</b> ABT 188		<b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>													
<b>Course Full Title:</b> Capstone <b>Course Short Title:</b> Capstone															
<b>Faculty:</b> Faculty of Education, Community, & Human Dev.		<b>Department:</b> Applied Business Technology													
<b>Calendar Description:</b> Students will develop a project plan and deliver a capstone project. Emphasis is on using ABT program skills and experiences to explore and refine professional administrative practice.  Note: Students with credit for ABT 187 cannot take this course for further credit.															
<b>Prerequisites (or NONE):</b>		Admission to the Applied Business Technology certificate and department permission.													
<b>Corequisites (if applicable, or NONE):</b>		None													
<b>Pre/corequisites (if applicable, or NONE):</b>		None													
<b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Equivalent course(s): <b>ABT 187</b> <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		<b>Course Details</b> Special Topics course: <b>No</b> <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: <b>No</b> <i>(See <a href="#">policy 207</a> for more information.)</i> Grading System: <b>Credit/No Credit</b> Delivery Mode: <b>May be offered in multiple delivery modes</b> Expected frequency: <b>Twice per year</b> Maximum enrolment (for information only): <b>24</b>													
<b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Experiential (work-integrated learning)</td> <td>90</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total hours</b></td> <td><b>90</b></td> </tr> </table>		Experiential (work-integrated learning)	90									<b>Total hours</b>	<b>90</b>	<b>Prior Learning Assessment and Recognition (PLAR)</b> PLAR cannot be awarded for this course because: ABT is a cohort program with content integrated across the curriculum	
Experiential (work-integrated learning)	90														
<b>Total hours</b>	<b>90</b>														
<b>Scheduled Laboratory Hours</b> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>Transfer Credit</b> <i>(See <a href="#">bctransferguide.ca</a>.)</i> Transfer credit already exists: <b>No</b> Submit outline for (re)articulation: <b>No</b> <i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>													
<b>Department approval</b>		<b>Date of meeting:</b> December 14, 2022													
<b>Faculty Council approval</b>		<b>Date of meeting:</b> February 3, 2023													
<b>Undergraduate Education Committee (UEC) approval</b>		<b>Date of meeting:</b> March 24, 2023													

**Learning Outcomes** *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

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

1. Develop a project plan with timeline and deliverables.
2. Deliver a capstone project that meets the goals of the project plan.
3. Apply administrative skills in the workplace.
4. Identify the key attributes of successful administrative professionals.
5. Determine how to approach equity, decolonization, and antiracism in professional practice.

**Recommended Evaluation Methods and Weighting** *(Evaluation should align to learning outcomes.)*

Assignments:	100%	%	%
	%	%	%

**Details:**

Possible assignments include:

- Drafts of documents/products for feedback
- Project plan with timeline and deliverables
- Final project
- Weekly reflective analysis, progress reports, or learning journals

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Instructional Methods** *(Guest lecturers, presentations, online instruction, field trips, etc.)*

Self-directed project with faculty supervision.

**Texts and Resource Materials** *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1.			
2.			
3.			
4.			
5.			

**Required Additional Supplies and Materials** *(Software, hardware, tools, specialized clothing, etc.)*

N/A

**Course Content and Topics**

In consultation with the capstone instructor, students will develop a project plan with timeline and deliverables and submit a capstone project.