



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION  
COURSE OUTLINE – FALL 2021**

**BA 2090 (A2) – Marketing Project Management 3 (3-1-0) UT 60 hours for 15 weeks**

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

**INSTRUCTOR:** Carolyn Vasileiou

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**OFFICE HOURS:** Virtually via Zoom on Tuesday/Thursday - 11:30am – 1:00pm by Appointment

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**CALENDAR DESCRIPTION:**

Utilizing a nontraditional methodology, student groups form businesses that research, implement and carry out marketing activities for community charities. The ongoing term project emphasizes how various components of the marketing mix and the environment are integral to the process of strategic and operational planning. Strategic marketing planning, product strategies, pricing objectives, channel conflict and cooperation problems, distribution systems, and the integrated promotional mix are topics which are interpreted from a “hands-on” practitioner’s point of view.

**PREREQUISITES:** Business Administration Certificate

**REQUIRED TEXT/RESOURCE MATERIALS:**

Larson, E., and Gray, C. (2021), *Project Management: The Managerial Process*, 8th Edition, McGraw-Hill Ryerson Limited w/Connect & Smartbook.

This text includes *Connect with Smartbook Online Access*. **The text will be used extensively.** All students must purchase the McGraw Hill Connect with Smartbook Online Access. Students must have an Connect Access Code to gain access to online resources, quizzes, tests and exams. It is the student’s choice if they purchase a new textbook with a connect access code, **or** an e-book with a connect access code. If you have purchased a used textbook, you will have to purchase a connect access code separately.

## **SOFTWARE & NETWORK REQUIREMENTS:**

The following software apps and internet capacity are required to participate in online courses at GPRC:

<b>Application</b>	
Web Browser	Google Chrome with auto updates enabled
Office Suite  *GPRC students receive a free Microsoft Office 365 license for Windows or macOSX	Microsoft Office 2016 or compatible office suite

<b>Internet</b>	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

**Note: Students may experience some issues using Chromebooks** with some applications. Please discuss issues with your instructor.

## **MINIMUM DEVICE REQUIREMENTS:**

**NOTE:** A desktop or laptop computer is strongly recommended over tablet devices for participation in online meetings or online class sessions. iPhones or Android phones may provide minimum functionality , but are NOT recommended for participation in online sessions.

A device must meet or exceed the following specifications to participate in online courses at GPRC:

<b>Platform</b>	<b>OS Version</b>	<b>Hardware Specs</b>
Windows Desktops Windows Laptops Windows Tablets	Windows 10 Home Windows 10 Professional Windows 8 or 8.1  *Windows 10S is not supported in S mode	Dual-core CPU 2 GB RAM 64 GB storage 1280x768 display resolution Microphone Speakers or Headphones Web camera
Mac Desktops Mac Laptops	macOSX 10.13 or higher	Dual-core CPU 4 GB RAM 64 GB storage 1280x800 display resolution Microphone Speakers or Headphones Web camera
Chromebooks	ChromeOS with updates enabled	Dual-core CPU 2 GB RAM 16 GB storage Speakers or Headphones
iPad v3 or newer	iOS 7.0 or iPadOS 13	8 GB of free storage Speakers or Headphones
Android Tablet	Android 6.0	Dual-core CPU 1 GB RAM 8 GB of free storage 1280x800 display resolution Speakers or Headphones

### **AUDIO/VIDEO CONFERENCING:**

GPRC uses the **Zoom** web-based audiovisual conference system. Zoom is a real-time virtual meeting environment that supports:

- Real-time audio/video discussion, with breakout rooms for small group discussion
- Text messaging
- Surveys and basic assessments
- Application and Desktop sharing
- A shared whiteboard with markup tools
- Recording of sessions for convenient playback

To take part in a conference, you will need a headset or speakers and a microphone. **For some examinations a web camera may be required.** The first time that you connect, you will be prompted to run through some set-up routines that will run automatically from the server.

To participate in Zoom meetings, click on the meeting links that your instructor has set up within your D2L course space.

### **COURSE MANAGEMENT SYSTEM:**

GPRC uses the “myClass” (D2L) online course management system. To access myClass (D2L), visit <https://myClass.gprc.ab.ca/>

### **DELIVERY MODE(S): High-Flex**

This type of course gives students the option of attending sessions in the classroom, participating remotely, or doing both. **Please note that the midterms and final examination require GPRC onsite attendance in the classroom.**

**GPRC reserves the right to change the delivery mode.**

### **COURSE OBJECTIVES:**

- To experience the planning process and operational process in a marketing environment;
- To experience the implementation, control processes and procedures in project planning;
- To develop effective team skills;
- To examine the stages of strategic planning in marketing and project management;
- To examine the nature of operational planning as it relates to marketing and to understand how these stages relate to strategic planning.

## LEARNING OUTCOMES:

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

1. Identify the context and process of project management
2. Define project risk.
3. Identify the context and processes of cost estimation and budgeting.
4. Prepare a project schedule and analyze resource requirements
5. Discuss project evaluation and control methods
6. Manage the termination of a project

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.ca>.

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## EVALUATIONS:

Term Project	35
Quizzes	15
Midterm	20
Final	30
Total	100

You are strongly encouraged to complete all assignments, quizzes, and exams. A grade of zero (0) will be assigned for any of these that are missed. Late assignments will have a 10% reduction per day. Turnitin plagiarism detecting software may be used in this course.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is less than C-.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## ASSIGNMENTS, QUIZZES, AND EXAMS:

- **Quizzes** will be conducted online during a specific time frame. It will be important to complete the quizzes within this time frame, or it will result in a grade of zero.
- **Term Project** is a group project, done in a small group.
- **Midterm exam** is tentatively scheduled for the **week of Oct 18<sup>th</sup>**.
- **Final exam** is cumulative. You will need to be present in class for this test. The format utilized will be announced before exam. Final examinations are scheduled by the Registrar during the period from **December 11 to December 20, 2021**. Do not plan any activities during the examination period.
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## TENTATIVE COURSE SCHEDULE/ TIMELINE:

Course Schedule is approximate and may vary slightly at the discretion of the instructor.

<u>Week</u>	<u>Topic</u>
Week 1	Introduction to course, projects, strategic overview of project
Week 2	Confirm groups; conduct meetings; group name and charter
Weeks 3 & 4	Creating the Marketing Plan and assignment of tasks
Weeks 5 - 11	Budgets; Planning and execution
Weeks 12 - 13	Presentations
Weeks 14 - 15	Debriefing; Evaluations and closing
Final Exam	During Dec. 11-20

## STUDENT RESPONSIBILITIES:

It is the student's responsibility to read, understand and comply with the College's Academic Policies, which are reviewed regularly, updated and posted on the College website. If students have any questions regarding these policies, please contact Student Services. Please see the Academic Policy on Student Rights and Responsibilities on the College website at <https://www.gprc.ab.ca/about/administration/policies/>

### Participation:

Each student is expected to attend lectures, arrive on time, and remain for the duration of the activities. Late arrivals will be recorded as an absence. The expectation for this course is that students have read/reviewed the material before class.

You may be refused permission to write the final examination on the advice of the instructor for students with more than four absences (two weeks), or if significant parts of required exercises, assignments, quizzes and/or exam(s) are not completed. For more information, please refer to the Academic Regulations on Debarred from Exams at [www.gprc.ab.ca/about/administration/policies](http://www.gprc.ab.ca/about/administration/policies)

Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on myClass and GPRC webmail. Students are responsible for checking these websites regularly; 3 – 5 times per week is suggested.

### **Time Management:**

The expectation for this course is that students read the material before class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings, exercises, discussions, and assignments.

### **Recording:**

Recording lectures or taking screenshots in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

### **Email:**

Students may contact the instructor by email or phone. Emails will be answered within 24 hours, excluding weekends, holidays, or GPRC events without scheduled classes. Email correspondence must be sent to your instructor from your GPRC student email account. Emails should be professionally formatted and include a subject, as well as reference course material and/or textbook pages, etc.

### **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies](http://www.gprc.ab.ca/about/administration/policies) \*\*

If you have questions on whether or not you might be violating this policy, please discuss this with your instructor **before** you submit your assignment. \*\*Note: all Academic and Administrative policies are available on the same page.

### **Plagiarism**

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- Students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted. Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database. Turnitin plagiarism software may be used in this class.

### **Cheating**

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as speaking to other students or communicating with them under any circumstances whatsoever
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, classwork, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- Absolutely no examination materials may be removed from the examination room. All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offences, they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offence.

### **Additional Information: Zoom Etiquette**

#### **Control video and audio quality**

Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

#### **Think about your background**

Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background before your meeting.

#### **During your meeting**

Mute your microphone when necessary. Zoom has a “Mute Microphone” option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

Think about your actions on camera

Always remember that everyone can see you. Someone is watching as you make movements or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive. Practice creating a professional environment.