



# Business Administration

Course Number:

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<b><i>Course Captain</i></b>			

Upon completion of this course students will be able to:

- Evaluate the career opportunities in the field of event planning.
- Explain the increasing importance of event management including planning, marketing, sales, and execution in the private, public and not for profit sectors.
- Describe the unique features of events as they pertain to planning, marketing, sales, and execution.
- Develop a creative event concept.
- Create a comprehensive event business plan in collaboration with a client from the local community.
- Assess the challenges and opportunities facing event managers and marketers now and in the future.

This course will cover the following content including:

- Examining the relevance of events planning to the world of business including private, public and not-for-profit sectors
- Identifying unique features of events as they pertain to the marketing process
- Learning how to design events
- Investigating the role of competitive positioning, targeting and consumer segmentation
- Learning the components of an event business plan
- Developing event financial forecast for revenues and expenses
- Formulating an event business plan in collaboration with a client from the local community and integrating all of the components of an events business plan

Event Business Plan	45
Event Business Plan Client Presentation	10
Midterm Exam Assessment*	10
In Class Seminar	10
Final Exam Assessment *	25
<b>Total</b>	<b>100</b>

\*Students must earn half of all available exam marks to achieve a passing grade.

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(55 marks)

There will be three written project submissions and one oral client presentation for this project. The topics covered and marks awarded for each submission will include:

: 15 marks

Project Concept and Rationale; Event Name; Event Mind's Eye; Event Overview; Environmental Analysis (including external and ng Tw 0.2801.04 -0 -0.0 (e)10.5 (r)4.9 (nal)2.6 ( an)2.6 7 Tw 3.391 0a15.9 (is)(.

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Starting towards the end of the first month of classes, each team will be assigned to present an in-class seminar to discuss the key concepts taught the prior week and demonstrate an application of the key learning from the prior week as applied to the event plans that each team will be working on for their clients. The schedule will be determined on a random draw basis. Each team will prepare an entertaining in class presentation involving games, tests, quizzes or other interactive means. Presentations will be limited to 45 minutes.

The topic for the week will be introduced and taught using a combination of theory and applied examples.
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The last hour will be used for a discussion of the team's projects and an identification of common issues. Flash reports will be reviewed with each team. Project updates will be given by teams.
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A comprehensive events management textbook is recommended but not required for this course.
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The text is

As well, the text from BUAD 116 or a similar entry level marketing course will serve as good reference tool.

There are also proprietary powerpoint slides developed for this course by Blair Baldwin for the Okanagan School of Business, Okanagan College.

2023 Week of:		Monday January 9 <sup>th</sup> , First day of class Monday February 20 <sup>th</sup> thru 24 <sup>th</sup> , Mid-semester study break Fri April 7 <sup>th</sup> & Mon April 10 <sup>th</sup> , Stat Holidays (no classes) Friday April 14 <sup>th</sup> , Last day of class	
Jan	13	Overview & Components of Events; Events as Service Form Teams; Discussion of Seminars & Event Plans	Week 1 PowerPoint
Jan	20	Creating an Event & Idea Generation Project Management & Flash Reports	Week 2 PowerPoint
Jan	27		

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

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At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 7<sup>th</sup> edition (2019)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.