

# Business Administration

Course Number:

BUAD ( )Tj ET EMC /P <</MCID 16 >>BDC Q q 207 370.44 338.1

**Professors**

<b>Name</b>	<b>Phone number</b>	<b>Office</b>	<b>Email</b>
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**Notes (con't)****Team Formation**

You will form pseudo management consulting teams in the first week of class. Teams will be generally 3-4 people with one person acting as the Managing Partner and the others as partners. The Managing Partner for each team will determine how the team wishes to carry out the assignment including leadership, division of tasks, etc. It is expected that all team members will contribute productively to both the In-Class Seminar and your Team Board review.

**Two Part Individual Assignment: Investigating Your Professional Career**

Each of you will become certified professionals. Some of you know the job and some of you only know the industry. This assignment will allow you to choose one or the other path – either a specific job or an industry. You choose either a professional services job within an industry that interests you as a potential career or you choose the industry and examine types of careers. This can be within Canada or anywhere in the world. You may use secondary sources of information including web sites and published documents or your own experience. The two part assignment is as follows:

**Part I Job/Career Outline (20 marks)**

1. Choose either a professional job that you wish to pursue or the industry in which you wish to pursue a professional job and outline the nature of the job or industry (max 300 words).
2. Describe your motivation to choose this job or industry (max 300 words).
3. Outline your skill set that you have developed and why you think these skills will suit the chosen job or industry (max 300 words).
4. Create a 5 year vision for yourself in this job or industry as to where you want to grow as a professional (max 300 words).

**Part II Professional Career Plan (30 marks)**

1. Based on the job you have chosen or the industry chosen, and the type of professional service that it represents, research, and then describe the education requirements, the professional certification required, and membership requirements for the profession.
2. What are the key outcomes that you want to achieve for yourself in this profession?
3. How do you think or what would you expect the profession or the PSF where this job is located provide for ongoing development of the knowledge and core competencies for its professionals?
4. To become a consummate professional, develop a plan for your strategy along the following 13 C's of professional skills
  - i. Compelling Vision
  - ii. Confidence – optimistic – can do
  - iii. Charisma – charm, persuasiveness
  - iv. Choice - intentional
  - v. Conviction – deeply held beliefs
  - vi. Commitment – follow through
  - vii. Competence - have skills
  - viii. Communication – oral, written
  - ix. Creativity – know how to start an idea; write a song; buy Td ( )Tj 0( an)2 wr(dea;)TJ 0 Tc -11.2





## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and