



BUSINESS SCHOOL

Course Outline Guide

This guide has been provided to assist you to complete your Course Outline. It follows the headings as they appear in the Course Outline Template. If you have any further queries please contact the ILT team on ilt@auckland.ac.nz

NOTE: The Course Outline Template should be saved as a PDF before uploading to Canvas.

Course outline

Enter the year in which this course outline applies.

COURSE CODE: COURSE TITLE (XX POINTS)

Enter the course code and title along with the number of points it is worth.

Semester X (XXXX)

Name the term, Semester 1, Semester 2 or Summer School. The term code is made up of four digits starting with 1. The next two digits represent the year eg. 18 for 2018. The last digit is determined as follows:

0 = Summer School

3 = Semester 1

5 = Semester 2

7 = Late year

9 = Doctoral

For example Semester 1, 2018 is 1183.

Course prescription

Enter the course prescription as shown in the academic calendar.

Course advice

Use the text below to list prerequisites and restrictions as shown in the academic calendar. Provide advice regarding assumed knowledge and skills that may prevent students from succeeding e.g. knowledge of basic excel, calculus etc.

Before enrolling in this course you must complete these courses:

Prerequisites:

You cannot enrol in this course if you have taken or intend to take the following courses:

Restrictions:

Goals of the course

Write a short paragraph from the teacher and programme perspective. Keep the goals overarching and broad in nature. Ensure the goals express your aims as a teacher to provide a course that:

- offers essential capabilities to prepare students for further study
- builds employability capabilities and builds on the capabilities developed in previous courses
- supports students on their journey to becoming scholars, innovators, leaders and global citizens
- teaches and gives opportunities to practice particular capabilities
- builds on previous courses and prepares students for subsequent courses.

Learning outcomes (LO)

Ensure learning outcomes:

- are observable and assessed statements about the performance students should demonstrate by the end of the course
- relate to a graduate profile capability and are taught and assessed within the course
- are specific so that staff and students can see how it contributes to progressive development over the course of a degree.

Not all graduate profile capabilities will be addressed in each course. One capability per learning outcome is sufficient with a maximum of two. For further information on writing learning outcomes contact ILT on ilt@auckland.ac.nz.

Content outline

Provide students with a brief indication of each week or module. The relationship between the weeks or modules in your course and your learning outcomes need to be obvious to students. You may require explanatory text. Below are two example layouts.

Week	Topic	Relevant learning resources/activities *	Assessment due this week
1	Topic covered this week	List resources or indicate the nature of the workload and activity for each week/module	

Week	Topic	Relevant learning resources/activities *	Assessment due this week
2	Topic covered this week	List resources or indicate the nature of the workload and activity for each week/module	
3	Topic covered this week	List resources or indicate the nature of the workload and activity for each week/module	

*Reading materials, videos, (lab) tutorials, lectures/workshops, simulations, guest speakers, etc

Module	Week	Topic	Assessments due
1. What is the purpose of a business?	1	Introduction	
	2	Perspectives on business	Quiz 1
	3	Sustainability	Quiz 2
2. How do external factors influence a business?	4	Assignment preparation	Quiz 3
	5	The external environment	Quiz 4, Assignment
	6	Understanding customers	Quiz 5
3. How do internal factors influence a business?	7	Organisational structure	Quiz 6
	8	Organisational culture	Quiz 7
	9	Diversity	Quiz 8
	10	Ethics	
	11	Team presentations	Team presentation
	12	Conclusion	

Learning and teaching

Specify how the course will be delivered. Explain:

- the curriculum design and its rationale including how the course builds on other courses and prepares students for subsequent courses or careers
- whether capabilities will be introduced, extensively taught or practiced
- how opportunities to learn will take place
- what students need to do to succeed
- how to get help

Indicate the spread of the study load noting that each point is equivalent to 10 hours learning. Therefore a 15 point course has 150 hours learning. Use the text below as a model:

150 hours learning over a single semester including:

- 36 contact hours
- 24 hours preparatory reading

- 90 hours of self-study

Teaching staff

Course director: Name

Course coordinator: Name

Lecturer: Name and email address

Tutor: Name and email address

Learning resources

Enter details of a required textbook. All other course readings are available via Reading Lists.

Assessment information

Assessments should align clearly with learning outcomes, providing students with opportunities to demonstrate their emerging capabilities and mastery of the course learning outcomes.

Explain the nature and detail of the assessments as per the example below.

Assessment task	Weight %	Group / individual	Submission
Weekly quizzes	10%	Individual	Within Canvas
Essay assignment	20%	Individual	Via Turnitin
Team performance	20%	Group	During class time
Final exam	50%	Individual	Exam venue

Pass requirements

Indicate pass requirements and any other assessment related information such as late submission penalties, plussage, and make-up opportunities.

Description of assessment tasks

Example.

Assessment task	Learning outcome to be assessed
Weekly quizzes: As part of your workshop preparation, which you will complete within Canvas, you will have a total of 8 short assessed multiple choice quizzes to complete over the course of the semester	LO1 and LO5
Assignment: Your assignment will be in the format of a written essay, complete with correct APA citing and referencing of your sources.	LO1, LO3 and LO5
Team performance: Your team mark will be made up of 8 in-class assessed team activities worth 2% each, plus a team presentation worth 4%.	LO1, LO2 and LO4

Assessment task	Learning outcome to be assessed
<p>Final exam: The final exam will require answers in essay format, reinforcing the attention this course pays to developing students' academic writing skills in order to prepare them for success in their subsequent courses.</p>	<p>LO1, LO2 and LO3</p>

Inclusive learning

Use the text provided.

Academic integrity

Use the text provided.

Student feedback

Summarise the feedback students will be requested to provide. For example:

- We regularly seek feedback from students in order to shape and improve this and all courses on the programme. Students will be asked to complete formative fast feedback early in the semester, and course and teaching evaluations at the end of the course. In addition, each course will seek volunteers to serve as class reps.

In the event of an unexpected disruption

Use the text provided.

Graduate profile

Insert your programme's Graduate Profile from the 'Graduate Profile Tables' document.