Course Code: Title	BUS228: SMALL BUSINESS MANAGEMENT
Program Number: Name	2035: BUSINESS 2050: BUSINESS -ACCOUNTING
Department:	BUSINESS/ACCOUNTING PROGRAMS
Academic Year:	2023-2024
Course Description:	This course introduces the student to the study of contemporary management skills required to manage small businesses. Students will examine the role of management, identify effective management, and explore techniques aimed at improving management skills in an ever-changing business environment.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	OEL1128, OEL600
This course is a pre-requisite for:	BUS232
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2035 - BUSINESS** VLO 1 Identify and discuss the impact of global issues on an organization's business opportunities by using an environmental scan. VLO 2 Apply principles of corporate sustainability, corporate social responsibility and ethics to support an organization's business initiatives. VLO 3 Use current concepts/systems and technologies to support an organization`s business initiatives. VLO 4 Apply basic research skills to support business decision making. VLO 5 Support the planning, implementation and monitoring of projects. VLO 6 Perform work in compliance with relevant statutes, regulations and business practices. VLO 12 Develop strategies for ongoing personal and professional development to enhance work performance in the business field. **2050 - BUSINESS -ACCOUNTING** VLO 5 Analyze organizational structures, the interdependence of functional areas, and the impact those relationships can have on financial performance.

	VLO 6	Analyze, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances and the environment on an organization's operations.
	VLO 7	Outline the elements of an organization's internal control system and risk management.
Essential Employability Skills (EES) addressed in this course:	EES 1	Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2	Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 4	Apply a systematic approach to solve problems.
	EES 5	Use a variety of thinking skills to anticipate and solve problems.
	EES 6	Locate, select, organize, and document information using appropriate technology and information systems.
	EES 8	Show respect for the diverse opinions, values, belief systems, and contributions of others.
	EES 9	Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	EES 10	Manage the use of time and other resources to complete projects.
	EES 11	Take responsibility for ones own actions, decisions, and consequences.

Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Books and Required Resources:	Management, Twelfth Canadian Edition Plus MyManagementLab with Pearson EText -- Access Card Package by Robbins, Stephen Publisher: Pearson Edition: 12 ISBN: 9780134857961

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Define management, their roles, and the organization`s functions.	1.1 Understand what it takes to be a manager and their roles. 1.2 Describe today`s organizations and their management challenges. 1.3 Understand the importance of building an adaptable organization. 1.4 Justify the value of studying management.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
Discuss organizational environments and cultures, the impact they have on organizations and the effects of changing environments and cultures.	2.1 Discuss how much control managers have. 2.2 Describe the effect culture has on managerial actions. 2.3 Explain what kinds of culture managers create. 2.4 Describe the influences the environment has on managers.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
Define the role of the	3.1 Describe entrepreneurship and why it`s important.

manager as an entrepreneur.	3.2 Identify opportunities and challenges and build the business case for launching an entrepreneurial venture.
Course Outcome 4	**Learning Objectives for Course Outcome 4**
Justify the rationale of social responsibility.	4.1 Describe the behaviour of a socially responsible manager and their contribution to the organization. 4.2 Identify and understand sustainable management practices and values-based management. 4.3 Discuss current ethical issues.
Course Outcome 5	**Learning Objectives for Course Outcome 5**
Explain the Foundations of Planning.	5.1 Describe steps in decision-making process. 5.2 Explain perspectives and techniques, classify decisions and criteria, styles, and impact of biases on decision making. 5.3 Discuss the costs and benefits of planning. 5.4 Define planning. 5.5 Describe how managers set goals and develop plans. 5.6 Identify the challenges in planning.
Course Outcome 6	**Learning Objectives for Course Outcome 6**
Utilize planning tools and techniques.	6.1 Utilize tools for environmental scanning, allocate resources and to manage projects.
Course Outcome 7	**Learning Objectives for Course Outcome 7**
Compare and contrast organization structures and design.	7.1 Compare and contrast traditional and contemporary organizational designs.
Course Outcome 8	**Learning Objectives for Course Outcome 8**
Manage change.	8.1 Describe forces that create the need for change. 8.2 Compare and contrast views of the change process. 8.3 Classify types of organizational change. 8.4 Manage resistance to change . 8.5 Describe techniques for stimulating innovation. 8.6 Discuss contemporary issues in managing change.
Course Outcome 9	**Learning Objectives for Course Outcome 9**
Explain the Foundations of Control.	9.1 Describe control. 9.2 Explain how managers engage in control. 9.3 Describe how managers measure organizational performance. 9.4 Identify the tools used for measuring and monitoring performance.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignment #1	20%
Assignment #2	20%
Cases	20%
Test #1	20%
Test #2	20%

Date:	June 20, 2023
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.