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SAULT COLLEGE
of Applied Arts and Technology
Sault Ste. Marie

COURSE OUTLINE

INTRODUCTION TO BUSINESS

BUS 100-4

revised

August, ~~1981~~¹⁹⁸²

*Revised
Aug 1982*

INTRODUCTION TO CANADIAN BUSINESS
BUS 100- 4

TEXT:

~~"An Introduction to Canadian Business" - Maurice Archer~~
~~- McGraw-Hill Ryerson~~
BUSINESS IN THE CANADIAN ENVIRONMENT - PETER H. FUHRMAN
- PRENTICE-HALL

REFERENCE MATERIAL:

Globe and Mail "Report on Business" (daily)
Financial Post (weekly)
Business Periodicals (monthly)

OBJECTIVES:

To assist the student:

1. Acquire the knowledge and skills required to appreciate the role of a management trainee in such areas as: general business, theories of management and financial practices.
2. Understand the relationship between the basic business functions so that a selection of program or course alternatives can be made.
3. Gain practical knowledge of the basic concepts and management techniques used in the main areas of business using the case method of study and discussion.

STUDENT GOALS:

The Student will be expected to;

1. Acquire a sound knowledge of Business terms, company structures, functions within a business and managerial skills required to get results through people.
2. Develop communication skills - the ability to speak to others in the class and in study groups.
3. Develop self-confidence in speech and deportment.
4. Acquire keen study habits and ability to work quickly but effectively.
5. Develop a real interest in Business in general.
6. Develop an awareness of current business events i.e. Globe and Mail, Sault Star, Radio, T.V.
7. Develop a positive attitude to problem solving and develop decision making skills.

INTRODUCTION TO CANADIAN BUSINESS
BUS 100- 4

METHOD:

Lecture-discussions will cover the course outline. Try not to take copious notes during class and miss the key points being discussed. Get into the habit of making point-form notes and fill in later in study periods.

The suggested readings on the course outline are for your guidance only. Your instructor will assign specific readings.

Your instructor intends to use the case method because it develops communications skills, sharpens your analytical skills and gives you a practical insight into actual business situations.

Study Groups - Small study groups of 4 to 5 persons will be formed within the class and these same people will work together for the semester. This will give you experience in a real business type approach to problem solving. Each study group will work together on the cases assigned by your instructor.

EVALUATION:

Students will be evaluated on the following basis:

3 Tests 90%
Class Participation 10%

TESTS:

~~The tests will be held on the following dates in the cafeteria.~~

~~Test # 1 October 15 4 p.m.
Test # 2 November 19 4 p.m.
Test # 3 December 17 4 p.m.~~

The dates on which each test will be held will be announced approximately one week in advance. Each test will be of equal value.

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CLASS PARTICIPATION:

Class participation will include attendance and participation in classroom discussion on lecture material and topics of current interest as well as proper preparation of assignments (both individual and group).

Attendance Students must attend class on a regular basis. Your instructor will take attendance each day. Allowances will be made if the student is absent from class for a legitimate reason, such as illness. If you have a legitimate reason for being absent, you should discuss this with your instructor as soon as possible.

INTRODUCTION INTO CANADIAN BUSINESS

BUS 100- 4

<u>FINAL GRADE:</u>	A - 85% - 100%
	B - 70% - 84%
	C - 55% - 69%
	I - 54% or less
	R - 54% or less

Please note: All percentage figures mentioned above are intended to reflect a relative weighting of evaluation only. Your final mark will be indicated by A, B, C, I (incomplete) or R (repeat).

IMPORTANT

In order to successfully complete the course, a student must achieve an overall grade of 55%. Also, a student must achieve a grade of 55% on each individual test subject only to the following provisions.

If an individual test performance is not satisfactory, the student will be assessed an Incomplete. In this event, the instructor has the discretion to allow the student to "make up" the work. Based on the attitude and participation of the student, the instructor may allow a student who has been assessed an Incomplete to do a "make-up" paper. This must be completed in a manner that is acceptable to the instructor within two weeks of the date that it is assigned. (The final test result of December 17 will be treated differently - the two week deadline will not apply.) Please note that the performance on the make-up paper will NOT alter the original assessment of the individual test.

If a student is required to complete only one make-up paper throughout the semester, that student will be allowed to continue with the mainstream of the class, provided that student's overall average is at least 55%. If a student is required to complete two or more make-up papers, that student must attend the College during the make-up period at the end of the semester and complete a supplemental test based on the work covered throughout the semester. A final grade of "C" will be assigned to any student who successfully completes the make-up period.

If a student is not permitted to do a make-up paper or, if a student is assigned a make-up paper but fails to submit it in satisfactory form by the scheduled completion date, that student will be assigned a Repeat at the end of the semester and will not be allowed to attend the make-up period.

REMEMBER! THE STUDENT WILL BE ALLOWED TO COMPLETE MAKE-UP PAPERS AND ATTEND THE MAKE UP PERIOD ONLY AT THE DISCRETION OF THE INSTRUCTOR. THIS IS NOT A RIGHT BUT A PRIVILEGE .
ABOVE ALL , REMEMBER, IF A STUDENT WORKS DILIGENTLY THROUGHOUT THE SEMESTER, HE OR SHE SHOULD NOT ANTICIPATE ANY PROBLEMS IN SUCESSFULLY COMPLETING THE COURSE.

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Important

In order to successfully complete the course, a student must achieve an overall grade of 55%, based on the three tests written during the semester.

If a student does not achieve an overall grade of 55%, or if a student is not successful in two or more of the term tests, the student will be assessed an Incomplete. In this event, the instructor may, based on the attitude and participation of the student, allow the student to write a supplemental test at the end of the semester based on work covered throughout the semester. Arrangements will be made on an individual basis. A final grade of "C" will be assigned to any student who successfully completes the supplemental test.

There will not be any Rewrites held during the semester.

If a student is not able to write a test because of illness or a legitimate emergency, that student must submit a medical certificate or contact the instructor prior to the holding of the test and present an acceptable explanation for the absence. In all other cases, the student will be assessed an Incomplete for that test.

ABOVE ALL, REMEMBER, IF A STUDENT WORKS DILIGENTLY THROUGHOUT THE SEMESTER, HE OR SHE SHOULD NOT ANTICIPATE ANY PROBLEMS IN SUCCESSFULLY COMPLETING THE COURSE

Business 100-4

<u>Week</u>	<u>Subject</u>	<u>Suggested Reading</u>
1	Business and Economic Systems	Chapter 1
2	Study Skills - Introduction - Concentration - Time Management	
3	Study Skills - Reading and Learning from Textbooks - Note Taking	
4	Study Skills - Examinations	
5	Foundations of the Canadian Business System	Chapter 2
6	Forms of Business Ownership	Chapter 3
7	Management, Planning and Controlling Study Skills - Review	Chapter 4

<u>Week</u>	<u>Subject</u>	<u>Suggested Reading</u>
8	Organizing for Management	Chapter 5
9	Managing People	Chapter 6
10-11	Finance	Chapter 9
12	Business and Government	Chapter 12
13	International Business Study Skills - Review	Chapter 13
14	Social Responsibility and Business	Chapter 14
15	Business, Management and the Future	Chapter 15
16	Review	