

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: BUSINESS ORGANIZATION

Code No.: BUS 111-3

Program: SECRETARIAL

Semester: THREE

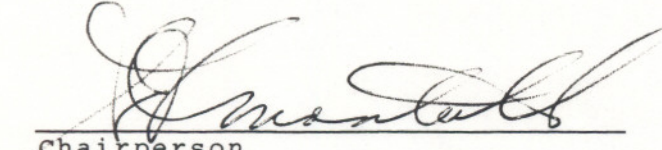
Date: SEPTEMBER, 1985

Author: G. MONTEITH

New: _____

Revision: X

APPROVED:


Chairperson

85-09-06
Date

BUSINESS ORGANIZATION

BUS 111-3

Course Name

Course Number

Philosophy/Goals:

The aim of this course is to provide students with the knowledge required to operate effectively in the world of business. The kinds of businesses operating in Canada, their organization and the various functions of business will be studied. Social, environmental and technological change issues will be addressed throughout the course.

Method:

The primary method of instruction will be lecture/discussion, supported by films, assignments and independent student research.

Method of Evaluation (Grading):

Four (4) tests will be given during the semester with the best three (3) grades used for final evaluation. Thus, there will be **NO REWRITES**. These tests will account for 60% of the final grade. Test questions will be drawn from the textbook, lectures, guest speakers (thus, students should take appropriate notes) and issues identified in class discussions.

Forty percent of the final grade will be for participation, measured by attendance, preparation for class and independent research. Thus, attendance at classes, and being prepared for those classes is essential, i.e. chapter(s) read, questions prepared, assignments/research projects ready for presentation.

Summary:

Tests	--	60%
Participation	--	40%

Textbook: Issues in Canadian Business; Robert W. Sexty, (Prentice Hall)

References:

- Business Magazines, Journals
- Business Newspapers

Length of Course:

Three (3) fifty (50) minute periods for one semester.

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<u>WEEK</u>	<u>TOPIC</u>
1	Assignment - Reference Sources
2	Managing Canadian Business Organizations The Canadian Business Enterprise System Canadian Business Organization
3	Canadian Small Business Canadian Large Business Canadian Business and International Business
4 & 5	The Management of People Working Conditions Employee Compensation
	TEST
6	Industrial Relations Employment Problems
7,8,9	Marketing and the Consumer Goods and Services Merchandising Prices and Pricing Advertising
	TEST
10,11,12	Producing Goods and Services Technological Advances The Impact of Technology Computers
	TEST
12,13	Understanding Business Finance Financial Markets Banking Institutions Personal Finance
14,15,16	Governmental Environment Social Environment The Future Environment
	TEST