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College
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

C O U R S E O U T L I N E

Course Title:- INTRODUCTION TO BUSINESS (and Study Skills)

Code No.:- BUS 100-4

Program:- BUSINESS

Semester:- ONE

Date:- August 1986

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New: _____ Revision: X

APPROVED: _____

Date: 86-06-01

PHILOSOPHY/GOALS:

This course is designed as a introductory survey of modern Canadian business. The student will study various forms of business ownership and organization. The student will be introduced to the basic management functions of planning, organizing, directing and controlling as they relate to the various areas of business.

COURSE OBJECTIVES:

To assist the student to:

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. Examine the relationship between the basic business functions so that a selection of program or course alternative 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 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 and effectively.
5. Develop a real interest in Business in general.
6. Develop an awareness of current business events, through such media as Globe & Mail, Sault Star, radio, and television.
7. Develop a positive attitude to problem solving and develop decision making skills.

INSTRUCTION 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 them in later.

Your instructor intends to use the case method because it helps to develop communication skills, sharpen your analytical skills, and gives you a practical insight into actual business situations.

Study Groups:

Small study groups will be formed within the class. 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 teacher.

CLASS PARTICIPATION:

Class participation will include attendance and participation in classroom discussions on lecture material and topics of current interest as well as proper presentation of assignments.

METHOD OF ASSESSMENT:

Students will be evaluated on the following basis:

3 tests (each will be of equal value)	90%
Class participation & any Quizzes	10%

TESTS:

The dates of tests will be announced approximately one week in advance.

If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the teacher before the test and provide an explanation which is acceptable to the teacher. (Medical certificates or other appropriate proof may be required.) In cases where the student does not contact the teacher, the student will receive a mark of zero on that test and must repeat the course. THERE WILL BE NO REWRITES OF INDIVIDUAL TESTS.

FINAL GRADES:

The final grade will be based on the following scale:

90% or more	"A+"
80% to 89%	"A"
70% to 79%	"B"
55% to 69%	"C"
54% or less	"R"

In order to successfully complete the course, a student must write all three tests, successfully complete two of the three tests, and have an overall grade of 55% on all semester work.

For students who are not successful, there is provision for a supplemental test in certain limited circumstances. A student with a final grade of 40% to 54% may apply to the teacher for permission to write a supplemental test which will be based on work taken throughout the entire semester. Based on the attitude and participation of the student, the teacher may allow the student to write the supplemental test provided that the student has attempted all semester tests and has given some indication of potential success on a supplemental test.

It is the responsibility of any student in this category to apply for the supplemental test prior to the Christmas break.

A final Grade of "C" will be assigned to any student who successfully completes the supplemental test.

In all other instances, students with a final grade of less than 55% will have to repeat the course.

TEXTBOOK:

Business in the Canadian Environment (Second Edition)
Peter H. Fuhrman; Prentice-Hall Canada Inc., 1986

RELATED READINGS:

Globe and Mail "Report on Business"
Sault Star; Financial Post
Other business publications and other assigned readings

NOTE:

Quizzes, tests, assignments, etc. will be returned to students during one of the normal class times. Any student not present at that class must pick up his/her test, etc. at the teacher's office within two weeks after that class. Tests, etc. not picked up within two weeks will be discarded. Tests, etc. will be returned only to those students to whom they belong.

INTRODUCTION TO BUSINESS
WEEKLY SCHEDULE

<u>WEEK</u>	<u>SUBJECT</u>	<u>REQUIRED READING</u>
1	Business & Economic Systems	Chapter 1
2	Foundations of the Canadian Business System	Chapter 2
3	Small Business & Forms of Business Ownership	Chapter 3
	Study Skills	
4	Study Skills	
	Small Business & Forms of Business Ownership	Chapter 3
5	Management, Planning & Controlling	Chapter 4
	Study Skills	
6	Study Skills	
	Management, Planning & Controlling	Chapter 4
7	Organizing for Management	Chapter 5
8-9	Managing People	Chapter 6
10-12	Finance	Chapter 9
13	Business & Government	Chapter 12
14	Social Responsibility & Gov't	Chapter 14
15	Business, Management & the Future	Chapter 15
16	Review	

NOTE:

Other required readings will be assigned as the course progresses.

THE ABOVE SCHEDULE IS SUBJECT TO CHANGE.

