

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: INTRODUCTION TO BUSINESS (and Study Skills)
Code No.: BUS100-4
Program: BUSINESS
Semester: ONE
Date: SEPTEMBER, 1992
Previous Outline Dated: SEPTEMBER, 1991
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New: _____ Revision: _____ X

APPROVED: _____ Date _____
Dean, School of Business and
Hospitality

INTO TO BUSINESS (and Study Skills)

BUS100

Course Name

Course Number

PHILOSOPHY/GOALS:

This course is designed as an 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 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 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 and 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.

Where possible, 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:

Attendance and participation are extremely important. Classroom discussions will include 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 (3 @ 25%)	75%
Quizzes, assignments & participation	25%
	<hr/>
	100%

TESTS:

The dates of tests will be announced approximately one week in advance. Quizzes may or may not be announced in advance.

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

1. write all three tests,
2. successfully complete two of the three tests,
(minimum mark of 55% on each test)
3. and have an overall grade of 55% on all semester work.

TEXTBOOK: Business in the Canadian Environment (Fourth Edition),
Peter H. Fuhrman; Prentice-Hall Canada Inc., 1992

RELATED READINGS: Current newspapers and periodicals including the
Globe and Mail, The Sault Star, Financial Post and
other 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 professor'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

SCHEDULE OF TOPICS

<u>SUBJECT</u>	<u>REQUIRED READING</u>
Business & Economic Systems	Chapter 1
Foundations of the Canadian Business System	Chapter 2
Small Business & Forms of Business Ownership	Chapter 3
Study Skills	
Management, Planning & Controlling	Chapter 4
Organizing for Management	Chapter 5
Managing People	Chapter 6
Finance	Chapter 9
Business and Labour	Chapter 11
Business and Government	Chapter 12
International Business = ^{E.} US Free Trade = Panfakim	Chapter 13
Social Responsibility & Business	Chapter 14

NOTE: Other required readings will be assigned as the course progresses.

THE ABOVE SCHEDULE IS SUBJECT TO CHANGE

define vs. theory, application