

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: Introduction to Business

CODE NO. : BUS 100

SEMESTER: One

PROGRAM: Business

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DATE: June 2004 **PREVIOUS OUTLINE DATED:** May/03

APPROVED:

DEAN

DATE

TOTAL CREDITS: Four

PREREQUISITE(S): N/A

**LENGTH OF
COURSE:**

16 Weeks

TOTAL CREDIT HOURS: 64

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I. COURSE DESCRIPTION: This course enables the student to acquire the knowledge required to understand the concepts utilized in the contemporary business environment. Students will be able to identify the business concepts required to successfully manage a Business Entity in the Canadian and Global Market.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:
(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date.)

Upon successful completion of this course, the student will demonstrate the ability to:

1. Describe the attributes relating to the Contemporary Business World.

Elements of the Performance:

- Define the nature of business and its goals.
- Describe how demand and supply in markets affect resource distribution in Canada.
- Prepare a schematic of the structure and operation of corporations.
- Select a major form of business ownership and prepare an outline of its goals.
- Apply the issues of social responsibility and ethics relating to small business to an assigned case.
- Explain how international business affect the Canadian business community in terms of competition, society, and ethics.

2. Define Business Management Structures.

Elements of the performance:

- Distinguish between responsibility and authority.
- Describe the four activities that comprise the management process.
- Identify the kinds of managers by level and area.
- Distinguish between managerial styles and explain how the styles are influenced by the corporation's culture.
- Explain the differences between common organizational structures
- Identify and describe the building blocks of organizational structure.
- Establish the defining characteristics of a small business.
- Relate the functions of management to the operation of a small business.

3. Analyze the relationship between managers and their employees using a case analysis approach.

Elements of the performance:

- Define human resource management.
- Explain how managers plan for human resources.
- Identify the steps involved in staffing a company.
- Describe strategies for improving employee satisfaction.
- Identify various theories of employee motivation.

- Explain why workers unionize.
- Describe the major laws governing labour/management relations.
- Prepare a case analysis utilizing the concepts of human resource management and determine the results of the approach presented in the business case.

4. **Managing Operations**

Elements of the performance:

- Explain the meaning of the terms production or operations and describe the four kinds of utility it provides
- Explain some of the activities involved in operations control.
- Describe the connection between productivity and quality.

Marks for the above outcomes will be distributed approximately equally.

III TOPICS

1. Describe the attributes relating to the Contemporary Business World.
2. Define Business Management structures.
3. Analyze the relationship between managers and their employees
4. Managing Operations

IV.. **REQUIRED RESOURCES/TEXTS/MATERIALS:**

Griffin, Ebert, Starke, **Business Essentials, 3rd Canadian Edition**, Prentice Hall Publishers, ISBN 0131127772

On-line resources providing students with a study guide and reference materials support course material. Students are advised to make good use of the companion website. The Professor may from time to time request that students complete and submit an assignment using on-line resources.

Library Resources: Globe and Mail Report on Business, Financial Post, Toronto Star Report on Business, Canadian Business and others.

V. EVALUATION PROCESS/GRADING SYSTEM

The following semester grades will be assigned to students in postsecondary courses:

| <u>Grade</u> | <u>Definition</u> | <u>Grade Point Equivalent</u> |
|--------------|--|-------------------------------|
| A+ | 90 – 100% | 4.00 |
| A | 80 – 89% | 3.75 |
| B | 70 – 79% | 3.00 |
| C | 60 – 69% | 2.00 |
| D | 50 – 59% | 1.00 |
| F (Fail) | 59% and below | 0.00 |
| CR (Credit) | Credit for diploma requirements has been awarded. | |
| S | Satisfactory achievement in field/ clinical placement or non-graded subject areas. | |
| U | Unsatisfactory achievement in field/clinical placement or non-graded subject area. | |
| X | A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course. | |
| NR | Grade not reported to Registrar's office. | |
| W | Student has withdrawn from the course without academic penalty | |

TESTS: The total weighting of the four tests will represent 90% of the final term grade. The tests will be administered during the term as follows:

| | | |
|---------------------------|--------------------------|-------------|
| <u>Test #1:</u> | Reference Chapters 1, 2, | (worth 15%) |
| <u>Test #2:</u> | Reference Chapters 3, 4 | (worth 20%) |
| <u>Test #3:</u> | Reference Chapters 5,6,7 | (worth 30%) |
| <u>Test #4:</u> | Reference Chapters 8,9 | (worth 25%) |
| <u>Assignment:</u> | Reference Chapter 10 | (worth 10%) |

Supplementary Test:

A student who has missed a test or failed a test during the semester may have the opportunity of writing a Supplementary Test at the end of the semester if they have attended 80% of the classes during the semester and on the likelihood of success. The Supplementary Test will be comprehensive, drawing upon all of the material covered during the semester. The results of the Supplementary Test will replace the lowest failed test or missed test.

IV. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with

the Special Needs Office, Room E1204 or call Extension. 493 so that support services may be arranged for you.

Retention of Course Outlines

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Plagiarism:

Students are directed to the definition of “academic dishonesty” in Student Rights and Responsibilities. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in the course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar’s office.

VII. PRIOR LEARNING ASSESSMENTS:

Students who wish to apply for advanced credit in this course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean’s secretary. Students will be required to provide a transcript and course outline related to the course in question. See the Academic calendar of events for time limits.

Attendance:

Students are expected to attend all scheduled classes. Attendance will be taken, or spot checks made, for each class.

In all cases, attendance of less than 80% of the scheduled classes is not acceptable.

The professor will use attendance as one factor in considering students’ eligibility to write the supplementary test .

Submitting Assigned Work:

All assignments, projects, questions, etc. must be submitted to the professor at the beginning of class on the due date. Once the class starts, any assignment, etc. which has not been submitted will be considered late. If no class is scheduled on the due date, students are required to deliver the assignments, etc. to the professor's office, by the deadline time. Assignments, etc. may be submitted in advance; normally assignments, etc. will not be accepted after the stated deadline.

If a student wishes consideration for a late submission, he/she must make this request in a formal typed letter (hard copy) providing an explanation. If the assignment is accepted late, a penalty will be assessed. Assignments, etc. will not be accepted late once those that were submitted on time have been graded and returned to students..

It is the student's responsibility to ensure that the professor gets his/her completed assignment, etc. Do not place the assignment, etc. in the professor's mailbox and do not deliver it to his/her office during class.

Return of Students' Work:

Tests, quizzes, assignments, etc. will be returned to students during one of the normal class times. Any student not present at that time must pick up his/her test, etc. at the professor's office within three weeks of that class. Tests, etc. not picked up within the three weeks will be discarded. End of semester tests, etc. will be held for three weeks following the end of the semester. If they have not been picked up within that three-week period, they will be discarded.

Students are required to retain their tests, quizzes, assignments, etc. in the event that there is a disagreement with the mark received and the mark recorded by the professor. If the student is not able to present the instrument in question, the professor's recorded mark will stand.

Questions &/or Concerns:

IT WILL BE TO THE STUDENTS' ADVANTAGE TO HAVE QUESTIONS, CONCERNS, OR PROBLEMS RELATED TO HIS COURSE RESOLVED AS SOON AS POSSIBLE. IF YOU REQUIRE ASSISTANCE, HAVE PROBLEMS OR CONCERNS, SEE YOUR PROFESSOR. HE WILL BE MORE THAN HAPPY TO HELP!!

Students are urged to ask questions and to participate in and contribute to the class discussion. Students are also encouraged to read newspapers, magazines, etc. and to tune in to radio and television newscasts for economic and business news. This will make the subject more understandable, interesting, and practical. It will provide students the opportunity to better apply the theory and to enhance his/her opportunity for success in this course.

PLEASE KEEP IN MIND THAT THIS SUBJECT IS NOT A 'SPECTATOR SPORT.' STUDENTS MUST DO THE REQUIRED WORK IF THEY EXPECT TO BE SUCCESSFUL.

Classroom Decorum:

Students will respect the diversity and the dignity of those in the classroom. Student will respect the professor's right and duty to teach and students' right to learn without interference. Students who cause any interference with the objectives of the class will be asked to leave the classroom and will not be permitted to return until he/she commits in writing, typed, (a formal letter) that he/she will conduct themselves appropriately in the classroom. This letter will be addressed to the professor.

If a student is asked to leave the classroom a second time, he/she must make an appointment with the Dean for a disposition. At that time, a copy of the above letter will be given to the dean.

In the event that a student is asked to leave the classroom a third time, he/she will not be permitted back to the classroom for the rest of the semester. The Dean will also decide if any other action needs to be taken.

Students attending this class do so to study Introduction to Business . Therefore, no other activity will be permitted. Student's who wish to engage in other activities will be asked to leave the classroom, as described above.

Other inappropriate behaviour includes, but not limited to, sleeping in class, or appearing to be sleeping in class, putting feet (foot) on the furniture, writing on the furniture, talking or otherwise communicating privately with other students, having a cell phone on during class, etc.

It is the professor's intention to maintain proper classroom decorum at all times in order to provide the best possible learning and teaching environment.

Only those students who are properly registered for this course or those invited by the professor are permitted to be in the classroom.