

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE:	Small Business Management		
CODE NO. :	BUS228	SEMESTER:	11F
PROGRAM:	Business 2035		
AUTHOR:	J. Cavaliere BBA, MBA		
DATE:	01Sep-11	PREVIOUS OUTLINE DATED:	01Sep10
APPROVED:	"Penny Perrier"		June/11
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	CHAIR	DATE	
TOTAL CREDITS:	4		
PREREQUISITE(S):	None		
HOURS/WEEK:	3		

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For additional information, please contact Penny Perrier, Chair
School of Business
(705) 759-2554, Ext. 2745

I. COURSE DESCRIPTION:**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1.

Potential Elements of the Performance:

2. Discuss organizational environments and cultures, the impact they have on organizations and the effects of changing environments and cultures.

Potential Elements of the Performance:

- Discuss how much control managers have.
- Describe the effect culture has on managerial actions.
- Explain what kinds of culture managers create.
- Describe the influences the environment has on managers.

3. Explain social responsibility and what it takes to be an ethical and socially responsible manager.

Potential Elements of the Performance:

- Describe social responsibility.
- Identify performance related outcomes that derive from socially responsible management.
- Explain the steps managers may take to improve ethical decision-making.
- Explain how values influence management.
- Describe ethics and how ethical behavior can be encouraged

4. Explain the foundations of Planning.

Potential Elements of the Performance:

- Discuss the costs and benefits of planning.
- Define planning.
- Describe how managers set goals and develop plans.
- Identify the challenges in planning.

5. Discuss the different structures of Organizational Design.

Potential Elements of the Performance:

- Identify the major elements of organizational structure.
 - Describe the factors that affect organizational structure.
 - Identify how organizations can be structured beyond the traditional designs.
6. Explain communications, its process, problems, and kinds, improving it, and managing the communication function.

Potential Elements of the Performance:

- Explain the role that perception plays in communication and communication problems.
 - Describe the communication process and the various kinds of communication in organizations.
 - Explain how managers may manage effective, one-on-one communication.
 - Describe how managers can manage effective organization wide communications.
7. Discuss the key concepts of Leadership.

Potential Elements of the Performance:

- Describe how leaders and managers differ.
 - Discuss the theories of trait and behavioral theories as they relate to leadership.
 - Explain how contingency theories of leadership improve our understanding of leadership.
 - Describe the cutting-edge approaches to leadership.
 - Identify the major leadership issues today.
8. Explain the Foundations of Control.

Potential Elements of the Performance:

- Describe control.
 - Explain how managers engage in control.
 - Describe how managers measure organizational performance.
 - Identify the tools used for measuring and monitoring performance.
9. Discuss the significance of managing innovation and change in an Organization.

Potential Elements of the Performance:

- Explain why innovation matters to companies.
- Discuss the different methods that managers may use to effectively

manage innovation and change.

- Discuss why change occurs and why it matters.
- Discuss the different methods that managers may use to better manage change as it occurs.

III. TOPICS:

1. Introduction to Management and Organizations; Chapter 1
2. Organizational Environment and Culture: Chapter 2
3. Managerial Ethics and Social Responsibility: Chapter 4
4. Planning: Chapter 6
5. Organizational Structure and Design Chapter 9
6. Communication and Information Technology Chapter 10
7. Leadership: Chapter 12
8. Foundations of Control: Chapter 15
9. Managing Change and Innovation: Chapter 16

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Management, 9th Canadian Edition, Pearson Prentice – Hall
Robbins, Coulter, Langton
ISBN: 9780132068734

V. EVALUATION PROCESS/GRADING SYSTEM:

Students will be evaluated as follows:

- Test #1: Chapters: 1, 2 & 4 (34% of grade)
- Test #2: Chapters: 6, 9, & 10 (33% of grade)
- Test #3: Chapters: 12, 15 & 16 (33% of grade)

TESTS:

All tests will consist primarily of essay questions and multiple choice questions (or other objective type questions) to complement and extend the test areas. Dates of tests will be announced approximately one week in advance. **Students are required to write all tests as scheduled!! There are no Supplementary exams or re-writes of individual exams.**

The following semester grades will be assigned to students:

Grade

Definition

Grade Point
Equivalent

A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
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.	

VI. SPECIAL NOTES:

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.

If a student is asked to leave the classroom a second time, he/she must make an appointment with the Chair of the Business Department who will decide if the student will be permitted to return to class.

Students attending this class do so to study Introduction to Management; 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.

Cell Phones must be turned off during class time. If a student does not follow this policy they will be asked to leave the classroom.

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.

Electronic devices used to record instruction are not allowed in the classroom with the exception of issues related to accommodations of disability. Formal accommodation documentation must be provided by the student from the Disability Services Department prior to requesting the recording of instruction.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. ***It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.***

Students are expected to attend all scheduled classes. Attendance will be taken for each class on a sign in basis. In all cases, attendance of less than 80% of the scheduled classes is not acceptable.

Return of Students' Tests, Exams and Assignments:

Tests and assignments 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 or assignment at the professor's office within two weeks of that class. Tests and assignments not picked up within the two weeks will be discarded. End of semester tests and assignments will be held for two weeks following the end of the semester. If they have not been picked up within that two-week period, they will be discarded.

Students are required to retain their tests and assignments 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 test/assignment in question, the professor's recorded mark will stand.

Contact Information:

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Office: E4610 (Office Hours by appointment)

VII. COURSE OUTLINE ADDENDUM :

The provisions contained in the addendum located on the portal form part of this course outline.