

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE:	Small Business Management		
CODE NO. :	BUS228	SEMESTER:	14F
PROGRAM:	Business 2035		
AUTHOR:	Shawna DePlonty, B.A. Econ., M.Ed., M.E.B.		
DATE:	01/06/2014	PREVIOUS OUTLINE DATED:	01/09/2013
APPROVED:		"Colin Kirkwood"	June/14
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		DEAN	DATE
TOTAL CREDITS:	4		
PREREQUISITE(S):	None		
HOURS/WEEK:	3		

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For additional information, please contact Colin Kirkwood,
Dean, School of Environment, Technology and Business
(705) 759-2554, Ext. 2688

I. COURSE DESCRIPTION:

This course introduces the student to the study of contemporary management skills required to manage small businesses. Students will examine the role of management, identify effective management, and explore techniques aimed at improving management skills in an ever-changing business environment.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Define management, their roles, and the organizations functions.
Potential Elements of the Performance:
 - Understand what it takes to be a manager and their roles.
 - Describe today's organizations and their management challenges.
 - Understand the importance of building an adaptable organization.
 - Justify the value of studying management.
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. Define the role of the manager as an entrepreneur.
Potential Elements of the Performance:
 - Describe entrepreneurship and why it's important.
 - Identify opportunities and challenges and build the business case for launching an entrepreneurial venture.
4. Justify the rational of social responsibility.
Potential Elements of the Performance:
 - Describe behaviours of a socially responsible manager and their contribution to the organization.
 - Identify and understand sustainable management practices and values-based management.
 - Discuss current ethical issues.
- 5.. Explain the foundations of Planning.
Potential Elements of the Performance:
 - Describe steps in decision-making process.
 - Explain perspectives and techniques, classify decisions and criteria, styles, and impact of biases on decision making.
 - Discuss the costs and benefits of planning.
 - Define planning.
 - Describe how managers set goals and develop plans.
 - Identify the challenges in planning.
5. Utilize planning tools and techniques.

Potential Elements of the Performance:

- Utilize tools for environmental scanning, allocate resources and to manage projects.
6. Compare and contrast organization structures and design.

Potential Elements of the Performance:

- Compare and contrast traditional and contemporary organizational designs.
7. Manage change.

Potential Elements of the Performance:

- Describe forces that create the need for change.
 - Compare and contrast views of the change process.
 - Classify types of organizational change.
 - Manage resistance to change
 - Describe techniques for stimulating innovation.
 - Discuss contemporary issues in managing change.
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.

III. TOPICS:

1. Introduction to Management and Organizations: Chapter 1
2. Organizational Environment and Culture: Chapter 2
3. Managing in a Global Environment: Chapter 3
4. Managing Entrepreneurially: Chapter 4
5. Managing Responsibly and Ethically: Chapter 5
6. Decision Making: Chapter 6
6. Foundations of Planning: Chapter 7
7. Planning Tools & Techniques: Chapter 9
8. Organizational Structure and Design Chapter 10
9. Leadership: Chapter 14
10. Foundations of Control: Chapter 17

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Management, 10th Canadian Edition, Pearson Prentice – Hall
Robbins, Coulter, Leach, & Kilfoil
ISBN: 9780132112994

V. EVALUATION PROCESS/GRADING SYSTEM:

Students will be evaluated as follows:

- Mid-Term (30% of grade)
- Final (35% of grade)
- Presentation and Report (25% of grade)
- Assignments/Participation (10% of grade)

EXAMS:

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

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
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)	49.9% 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:**Supplementary Exam:**

There will be no individual re-writes of exams missed during the semester. If a student attends 80% of the classes during the semester, and has missed an exam or is late for an exam during the semester, he/she can request consideration for writing a supplementary exam scheduled at the end of the semester. The supplementary exam will be comprehensive, covering all of the learning outcomes of the semester. The grade achieved on the supplementary exam will replace the zero grades issued for any missed exam. Regular attendance is critical to the successful completion of the course. Students late for exams are considered absent.

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' Exams and Assignments:

Exams 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 exam or assignment at the professor's office within two weeks of that class. Exams and assignments not picked up within the two weeks will be discarded. End of semester exams 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 exams 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 exam/assignment in question, the professor's recorded mark will stand.

Contact Information:

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VII. COURSE OUTLINE ADDENDUM :

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