

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE:	Small Business Management		
CODE NO. :	BUS228	SEMESTER:	16F
PROGRAM:	Business 2035		
AUTHOR:	John Cavaliere BBA MBA		
DATE:	01/09/2016	PREVIOUS OUTLINE DATED:	01/09/2015
APPROVED:	<u>Colin Kirkwood</u> DEAN	June/16 <u>June/16</u> DATE	
TOTAL CREDITS:	3		
PREREQUISITE(S):	None		
HOURS/WEEK:	3		

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For additional information, please contact
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 7
6. Foundations of Planning: Chapter 8
7. Organizational Design Chapter 10
8. Leadership: Chapter 13
9. Managerial Controls Chapter 16

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Management, 11th Canadian Edition, Pearson Prentice – Hall
Robbins, Coulter, Leach, & Kilfoil
ISBN: 9780133357271

V. EVALUATION PROCESS/GRADING SYSTEM:

Students will be evaluated as follows:

- Exam #1: Chapters: 1,2,3,4 (34% of grade)
- Exam #2: Chapters: 5,7,8 (33% of grade)
- Exam #3: Chapters: 10,13,16 (33% 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: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.

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.

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. **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.

Contact Information:

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Office: (Office hours by appointment)

COURSE OUTLINE ADDENDUM

1. Course Outline Amendments:
The faculty member reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.
2. 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 postsecondary institutions.
3. Prior Learning Assessment:
Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Key Dates Calendar for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio. Student Services can provide information regarding the Prior Learning Assessment and Recognition policy or it can be viewed on the student portal.

Substitute course information is available in the Registrar's office.
4. Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. In addition announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more is available. Go to <https://my.saultcollege.ca>.
5. Communication:
The College considers *Desire2Learn (D2L)* as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool.
6. Accessibility Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with the Accessibility Services office. Call Ext. 2703 or email studentsupport@saultcollege.ca so that support services can be arranged for you.

7. Audio and Video Recording Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once the Audio and Video Recording Devices in the Classroom Policy has been reviewed by the student. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.

8. Academic Dishonesty:
Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. Students who engage in academic dishonesty will be issued a sanction under the Student Code of Conduct which could lead to and include expulsion from the course/program. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, students must use a documentation format for referencing source material.

9. Tuition Default:
Students who have defaulted on the payment of tuition) as of the first week of November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.