

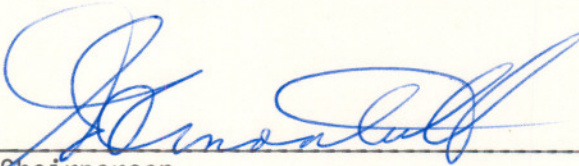
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: BUSINESS ORGANIZATION
Code No.: BUS 111-3
Program: SECRETARIAL
Semester: _____
Date: JUNE 1983
Author: M. SIMPSON

New: _____ Revision: X

APPROVED:


Chairperson

83.07.07
Date

CALENDAR DESCRIPTION

BUSINESS ORGANIZATION

Course Name

BUS 111-3

Course Number

PHILOSOPHY/GOALS:

To acquaint students with the world of business. Topics examined will be done by lecture, class discussion, film presentations, speakers, and case studies. Included will be the forms and organization of business, management, consumer and marketing problems, leadership, financial concerns, business and government.

METHOD OF ASSESSMENT (GRADING METHOD):

4 tests @20%	80
Case studies	20

Note: Attendance is essential at all classes. It is not possible to specify exact dates of film presentations and speakers, since final decision re dates are dependent upon availability of same. Tentatively, however, it is planned to have approximately four films and four or five speakers during the semester. Note-taking during these presentations is, of course, encouraged.

TEXTBOOK(S):

The Canadian Manager, by Cliff G. Bilyea (John Wiley & Sons)

REFERENCES:

Experiencing Modern Management, by Certo/Graf

LENGTH OF COURSE

Three 50-minute periods per week for one semester.

SPECIFIC OBJECTIVES:

Week 1	- Distribution of course outline and review of same
	- Chapter 1 - Business in the Economic Environment
	- Introduction to case studies and how to properly sequence them.

SPECIFIC OBJECTIVES - Continued:

- Week 2 - Chapter 2 - Forms of Business Ownership
 - Chapter 3 - Overview of Management
- Week 3 - Chapter 4 - The Starting Point
 - Case studies
- Week 4 - Test on Part I
- Week 5 - Chapter 5 - Planning
 - Chapter 6 - Organizing
 - Case studies - Fluffy Towel Co. #1 and #2
- Week 6 - Chapter 8 - Evaluating
 - Case study - Fluffy Towel Co. #4
- Week 7 - Chapter 9 - Leadership
 - Case study - Fluffy Towel Co. #5
- Week 8 - Test on Part II
 - Chapter 11 - Marketing
 - Case study - Fluffy Towel Co. #7
- Week 9 - Chapter 12 - Research and Development
 - Chapter 13 - Production
 - Case studies - Fluffy Towel Co. #8 and #9
- Week 10 - Chapter 14 - Financial Reporting
 - Chapter 15 - Financial Management
- Week 11 - Chapter 16 - Investment
 - Chapter 18 - Labour Relations
 - Case studies - Fluffy Towel Co. #10 and #12
- Week 12 - Chapter 20 - Small Business
 - Test on Part III
- Week 13 - Chapter 21 - Business and Society
 - Case study - Fluffy Towel Co. #14
- Week 14 - Chapter 22 - Business and Government
 - Case study - "Bill 101 and Business"
 - Case study - Fluffy Towel #15
- Week 15 - Chapter 23 - International Business
 - Case study - Fluffy Towel #16
- Week 16 - Test on Part IV