

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: INTRODUCTION TO BUSINESS (and Study Skills)

Code No.: BUS 100-4

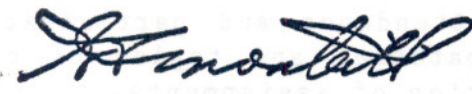
Program: BUSINESS

Semester: FIRST

Date: JUNE 1985

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New: _____ Revision: X

APPROVED: 
Chairperson

85-06-11
Date

INTRODUCTION TO BUSINESS AND STUDY SKILLS

BUS 100-4

Course Name

Course Number

PHILOSOPHY/GOALS:

This course is designed as an introductory survey of modern Canadian business. The student will study various forms of business ownership and organization. The student will be introduced to the basic management functions of planning, organizing, directing and controlling as they relate to the various areas of business.

METHOD OF ASSESSMENT:

Students will be evaluated on the following basis:

| | |
|---------------------------------------|------------|
| 3 tests (each will be of equal value) | 75% |
| class participation & any quizzes | 10% |
| | <hr/> 100% |

Tests:

The dates on which each test will be held will be announced approximately one week in advance.

If a student is not able to write a test because of illness or a legitimate emergency, that student must submit a medical certificate or contact the instructor prior to the holding of the test and provide an acceptable explanation for the absence. In all other cases, the student will receive a mark of zero for that test.

There will not be any rewrites of individual tests.

Class Participation:

Class participation will include attendance and participation in classroom discussions on lecture material and topics of current interest as well as proper presentation of assignments.

Final Grade:

Your final grade will be based on the following scale:

| | |
|---|-------------|
| A | 85% - 100% |
| B | 70% - 84% |
| C | 55% - 69% |
| R | 54% or less |

In order to successfully complete the course, a student must write all three tests, successfully complete two of the three tests, and have an overall grade of 55% on all semester work.

For students who are not successful, there is provision for a supplemental test in certain limited circumstances. A student with a final grade of 40% to 54% may apply to the instructor for permission to write a supplemental test which will be based on work taken throughout the entire semester. Based on the attitude and participation of the student, the instructor may allow the student to write the supplemental test provided that the student has attempted all semester tests and has given some indication of potential success on a supplemental test. It is the responsibility of any student in this category to apply for the supplemental test prior to the Christmas break. A final grade of "C" will be assigned to any student who successfully completes the supplemental test.

In all other instances, students with a final grade of less than 55% will have to repeat the course.

TEXTBOOK(S):

Business in the Canadian Environment, Peter H. Furman, Prentice Hall Canada Inc.

Course Objectives:

To assist the student:

1. Acquire the knowledge and skills required to appreciate the role of a management trainee in such areas as: general business, theories of management and financial practices.
2. Understand the relationship between the basic business functions so that a selection of program or course alternatives can be made.

3. Gain practical knowledge of the basic concepts and management techniques used in the main areas of business using the case method of study and discussion.

STUDENT GOALS:

The student will be expected to:

1. Acquire a sound knowledge of Business terms, company structures function within a business and managerial skills required to get results through people.
2. Develop communication skills - the ability to speak to others in the class and in study groups.
3. Develop self-confidence in speech and deportment.
4. Acquire keen study habits and ability to work quickly but effectively.
5. Develop a real interest in Business in general.
6. Develop an awareness of current business events, ie, Glove & Mail, Sault Star, radio, T.V.
7. Develop a positive attitude to problem solving and develop decision making skills.

Instructional Method:

Lecture-discussions will cover the course outline. Try not to take copious notes during class and miss the key points being discussed. Get into the habit of making point-form notes and fill in later in study periods.

The suggested readings on the course outline are for your guidance only. Your instructor will assign specific readings.

Your instructor intends to use the case method because it develops communication skills, sharpens your analytical skills and gives you a practical insight into actual business situations.

Study Groups - Small study groups of 4 to 5 persons will be formed within the class and these same people will work together for the semester. This will give you experience in a real business type approach to problem solving. Each study group will work together on the cases assigned by your instructor.

Text References - Related Reading

Glove and Mail "Report on Business" (daily)
Financial Post (weekly)
Business Periodicals (monthly)
Other readings as may be assigned.

INTRODUCTION TO BUSINESS

| <u>WEEK</u> | <u>SUBJECT</u> | <u>REQUIRED READING</u> |
|-------------|--|-----------------------------|
| 1 | Business & Economic Systems | Chapter 1 |
| 2 | Foundations of the Canadian Business System | Chapter 2 |
| 3 | Forms of Business Ownership & Study Skills | Chapter 3 |
| 4 | Study Skills & Forms of Business Ownership | Chapter 3 |
| 5 | Management, Planning and Controlling and Study Skills | Chapter 4 |
| 6 | Study Skills & Management, Planning & Controlling | Chapter 4 |
| 7 | Organizing for Management | Chapter 5 |
| 8 | Managing People | Chapter 6 |
| 9-11 | Finance | Chapter 9 |
| 12 | Business & Government | Chapter 12 |
| 13 | International Business | Chapter 13 |
| 14 | Social Responsibility and Business | Chapter 14 |
| 15 | Business Management and the Future | Chapter 15 |
| 16 | Review | |

Other required readings will be assigned as the course progresses.

NOTE: The above schedule is subject to revision.

