

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: Small Business Management

CODE NO. : BUS228 **SEMESTER:** 13F

PROGRAM: Business 2035

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DATE: 01/06/2013 **PREVIOUS OUTLINE DATED:** 01/09/2012
"Colin Kirkwood" July 26/13

	DEAN	DATE
TOTAL CREDITS:	4	
PREREQUISITE(S):	None	
HOURS/WEEK:	3	

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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. 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 strategic management.
6. Utilize planning tools and techniques.
7. Compare and contrast organization structures and design.
Potential Elements of the Performance:
 - Define the major elements and factors that affect organizational structure.

- Compare and contrast traditional and contemporary organizational designs.
8. 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.
9. 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.
10. 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. Strategic Management: Chapter 8
8. Planning Tools & Techniques: Chapter 9
9. Organizational Structure and Design Chapter 10
10. Managing Change and Innovation: Chapter 13
11. Leadership: Chapter 14

11. 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:

- Test #1: Chapters: 1, 2, 3 & 4 (25% of grade)
- Test #2: Chapters: 5, 6, 7, 8, & 9 (30% of grade)
- Test #3: Chapters: 10, 13, 14 & 17(25% of grade)
- Assignments (20% 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:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
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 Test:

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

Email: shawna.deplonty@saultcollege.ca
Phone: 705.759.2554 Ext# 2592
Office: E4630 (Office hours by appointment)

VII. COURSE OUTLINE ADDENDUM :1. Course Outline Amendments:

The professor 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 Academic Calendar of Events 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.

Substitute course information is available in the Registrar's office.

4. 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 your professor and/or the Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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. Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

7. Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of November 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.

8. 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 to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

9. Electronic 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. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.