



Course Outline

A POLYTECHNIC INSTITUTION
School of Business
Program: Marketing Management
Option: Entrepreneurship

MKTG 3345
Self Employment Skills

Start Date:	September 5, 2005	End Date:	December 16, 2005
Total Hours:	60	Total Weeks:	15
Hours/Week:	4	Lecture:	2
		Lab:	2
Prerequisites	MKTG 3345 is a Prerequisite for:		
Course No.	Course Name	Course No.	Course Name
	successful completion of Year 1	MKTG 4437	Current Issues in Entrepreneurship

Course Description

This course introduces Entrepreneurship learners to the realities of self employment, for future use in career paths including contract work, consultancy and careers involving start up of their own business venture.

Three distinct modules will be covered within the course:

Module 1 - provides the learner with several analytical techniques for assessing the market and financial feasibility of new venture concepts, particularly those found in the majority of self employment situations.

Module 2 - a nuts and bolts module to give the learner the practical basics of starting their own venture – including topics such as incorporation, tax, registrations and insurance.

Module 3 - provides the learner with an examination of the key challenges involved in building up a self employment opportunity, including building a customer base, assembling financing, and collections

Evaluation

Final examination	30	Failure to achieve 50% or more on: the combination of the exams (midterm and final), and the individual assignments/participation marks, will result in a 0% being assigned for all other projects and assignments, resulting in a failing grade for this course.
Mid term examination	25	
Term Project	30	
Participation in Lab	15	
TOTAL	100%	

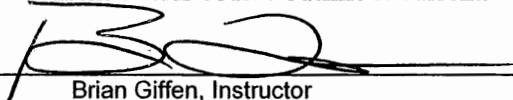
Course Learning Outcomes/Competencies

Upon successful completion, the learner will be able to:

- * demonstrate an awareness of the various self employment options available in the contemporary economy
- * articulate basic business start up strategies
- * create a prospecting plan designed to identify and approach potential clients as an early stage entrepreneur
- * understand the basic elements of managing relationships with clients, including collections and reporting
- * understand and evaluate the basic options available to new ventures in the areas of insurance, intellectual property, legal form of organization, insurance, taxation, partnerships, funding sources and the like

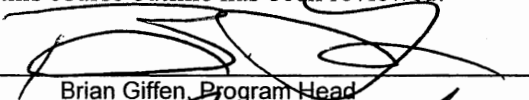
Verification

I verify that the content of this course outline is current.


Brian Giffen, Instructor

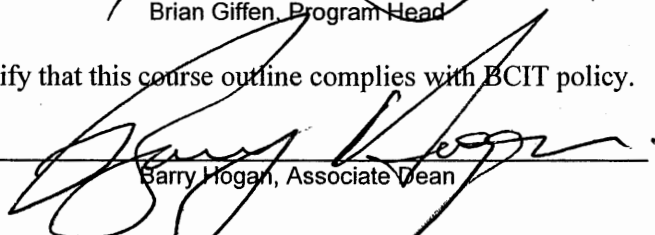
August 20/05
Date

I verify that this course outline has been reviewed.


Brian Giffen, Program Head

August 20/05
Date

I verify that this course outline complies with BCIT policy.


Barry Hogan, Associate Dean

Aug. 31/05
Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

Instructor(s) Brian Giffen

Office Location: Room 308, SE 6 Office Phone: 604-456-8079
Office Hrs.: as posted E-mail Address: bgiffen@bcit.ca

Learning Resources

Required:

Students must visit the course web site on at least a weekly basis to obtain readings.

Recommended:

There is NO required text for this course. Attendance in lecture therefore is extremely important. You may be asked to retrieve reading material from the Internet. This provides an incentive to explore some of the major web sites you should be familiar with. You are responsible for finding and reading this material.

Information for Students

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent. Missing more than 10% of classes without prior arrangement and consent of your instructor may result in a grade of 0% being assigned for your final exam, equating to a failing grade for this course.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

Assignment Details

See handout on this topic.

Week	Material Covered	Reading
1 Sept 5-9	COURSE OVERVIEW	-see course website
2 Sept 12-16	OVERVIEW OF SELF EMPLOYMENT 1. SELF EMPLOYMENT IN BC ISSUES TO CONSIDER PRIOR TO SELF EMPLOYMENT 1. IS SELF EMPLOYMENT FOR ME? 2. AM I THE ENTREPRENEURIAL TYPE?	-see course website
3 Sept 19-23	ISSUES (cont'd) 3. IS MY BUSINESS IDEA WORTH PURSUING? (MARKET ASSESSMENT)	-see course website
4 Sept 26-30	ISSUES (cont'd) 4. IS MY BUSINESS IDEA WORTH PURSUING? (FINANCIAL AND COMPETITIVE ASSESSMENT) 5. START UP STRATEGIES	-see course website
5 Oct 3-7	START UP NUTS AND BOLTS 1. FORM OF ORGANIZATION 2. REGISTRATIONS FOR THE NEW BUSINESS	-see course website

Week	Material Covered	Reading
6 Oct 10 - 14	START UP NUTS AND BOLTS (cont'd) 3. REGISTRATIONS, CERTIFICATIONS, REGULATORY COMPLIANCE FOR THE NEW BUSINESS	-see course website
7 Oct 17 - 21	MID TERM EXAM	-see course website
8 Oct 24 - 28	START UP NUTS AND BOLTS (cont'd) 4. CREATING KEY RELATIONSHIPS - Partners, Associates, Investors	-see course website
9 Oct 31 - Nov 4	START UP NUTS AND BOLTS (cont'd) 5. INSURANCE AND TAX ISSUES	see course website
10 Nov 7 - 11	BUILDING THE NEW VENTURE 1. FINANCING - Sources, Equity	see course website
11 Nov 14 - 18	BUILDING THE NEW VENTURE (cont'd) 1. FINANCING - Debt	see course website
12 Nov 21 - 25	BUILDING THE NEW VENTURE (cont'd) 2. CREATING A CUSTOMER BASE	see course website
13 Nov 28- Dec 2	BUILDING THE NEW VENTURE (cont'd) 2. CREATING A CUSTOMER BASE	see course website
14 Dec 5 - 9	BUILDING THE NEW VENTURE (cont'd) 3. GETTING PAID	see course website
15 Dec 12 - 16	FINAL EXAM	