



A POLYTECHNIC INSTITUTION

School of Business

Program: Computer Systems Technology

Option:

**Introduction to Business
FMGT 2130****Start Date:** March 22, 2004**End Date:** May 28, 2004**Total Hours:** 40 **Total Weeks:** 10**Term/Level:** 2B **Course Credits:** 3.0**Hours/Week:** 4 **Lecture:** 1 **Lab:** 3**Shop:** **Seminar:** **Other:****Prerequisites****Course No.** **Course Name**FMGT 1100 or **Accounting 1 or**
FMGT 1121 **Accounting 1 for CST****is a Prerequisite for:****Course No.** **Course Name****v Course Description (required – MUST be from BCIT web - course descriptions)**

The purpose of this course is to provide CST students with practical, hands-on exposure to the business environment, to the principals of business ownership and to the critical factors underlying the creation and management of successful operating and financial systems.

v Detailed Course Description (optional – more detailed description provided by Instructor)

Lectures will be used to present the fundamental concepts of the course. Labs will be used to reinforce the materials through discussion of articles and website information relevant to the course.

No text book will be required. Instead, to ensure the currency and relevance of the materials, students will be required to read relevant articles provided to them from the Globe & Mail Report on Business and other financial periodicals. Students will be also be provided with articles and references to educational and government internet sites. Students will be expected to be prepared to discuss these articles in their weekly labs. Finally, students will be expected to find relevant articles and references as an essential part of completion of their project.

Attendance at labs will be mandatory.

v Evaluation

Assignments	50	%	Comments:
Participation	10	%	
Final Exam	40	%	
TOTAL	100	%	

v Course Learning Outcomes/Competencies

Upon successful completion of the course, the student will have:

- A knowledge of business terms.
- An understanding of business organization and management, including an overview of the basic concepts of what a business is, how it operates, and how it is managed.
- An understanding of practices and analytical methods that are part of the market enterprise system, including an overview of the basic functions: management, accounting, finance, operations, and marketing, all conducted within a social and ethical framework.
- An understanding of the many activities, problems, and decisions involved in successfully operating a business.
- Facts, procedures, and concepts which will aid students in becoming effective members of their business organization and the business community.
- An opportunity to utilize the Internet, and other current media such as newspapers and periodicals, to research material relevant to the operation and management of a successful business.
- A framework from which more specific and detailed studies in business organization, operation and management may be undertaken.

v Verification

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

Authoring Instructor

Date

I verify that this course outline has been reviewed.

Program Head/Chief Instructor

Date

I verify that this course outline complies with BCIT policy.

Dean/Associate Dean

Date

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

v Instructor(s)

Carol Edwards

Office Location: SE6-379

Office Phone: 604-451-6751

Office Hrs.: Posted outside door E-mail Address: Carol_Edwards@bcit.ca

v Learning Resources**Required:**

Articles and direction to appropriate resources on the Internet will be provided.

Recommended:

Subscription to a business newspaper such as the Globe & Mail or the National Post

v Information for Students

(Information below can be adapted and supplemented as necessary.)

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.

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.

v Assignment Details

Students will be required to create a very simple business simulation or computerized game which would be designed to teach others the concepts presented to them in this course.

This simulation will be based in PowerPoint.

Procedure:

The students in each Set will organize their own computer programming company, creating a name and an organization structure.

It is assumed the client would be a non-profit educational institution which wants to provide an on-line, interactive simulation/game which teaches the materials presented in the first 5 weeks of this course to an unsophisticated audience, such as grade school students.

Each “company”, or Set, will break-up into programming teams of 3 or 4 students. Each of these teams will select the course materials they would be programming as one module in the overall business simulation. (Each related area of information, such as Types of Business Ownership, will be treated as a programming module.)

Each “company” will assign one or two students to act as the management team, which will be responsible for overseeing the successful completion of the project including:

- ✓ Distributing to the other members of their “company” the materials to be programmed.
- ✓ Co-ordinating the activities of the teams creating each of the modules.
- ✓ Ensuring quality and completion of all the required tasks, in order and on time.
- ✓ Interacting with the client (played by the instructor) if further details are needed to complete the simulation or game.

“Companies”, or Sets, will compete with each other to design for the client the most effective, attractive and interesting business simulation or game.

Students will be expected to integrate in to their project materials over and above those learned in the course, exploring the internet, periodicals and texts for additional content.

This project will allow students to learn the concepts of the course in two ways:

1. The students will have to learn about the concepts in order to create effective modules.
2. would learn about the concepts through the creation of their own company, which would be tasked with the management of a programming project in a professional and competitive environment.

Schedule

Week	Outcome/Material Covered	Reading	Assignment	Due Date
1	Introduction to concepts: ✓ The business environment. ✓ Social responsibility and ethics.	TBA		
2	Types of business ownership: ✓ Proprietorships, partnerships and corporations. ✓ Advantages and Disadvantages of the types of ownership. ✓ Taxation.	TBA	PROJECT ASSIGNED	
3	Marketing Concepts: ✓ General introduction. ✓ Market research. ✓ Sales and promotion.	TBA		
4	Managing a business (non-financial aspects): ✓ Human resources. ✓ Other assets.	TBA		
5	Entrepreneurial concepts: ✓ How do you finance your business? ✓ Capital markets, banking relationships, venture capital and angel money. ✓ Government funding (BDC, grants, subsidies, etc.). ✓ Bankruptcy.	TBA		
6	Financial Statements: ✓ Introduction to financial and managerial reporting. ✓ Differences between managerial reports and financial reports. ✓ What are financial statements? ✓ How are the various financial statements related to each other?	TBA		
7	Financial Statements, continued: ✓ How are financial statements and managerial reports used in the management of an organization and to improve performance? ✓ Introduction to ratios and ratio analysis.	TBA		
8	Financial Statements, continued: ✓ Introduction to operational budgeting, planning and variance analysis.	TBA		SUBMIT PROJECT
9	Making financial decisions: ✓ Working capital – what it is and why it is important. ✓ Managing working capital ✓ Purchasing fixed assets – the capital budgeting decision and how it is made. Lease versus buy.	TBA		
10	Final Exam – Comprehensive.			