



A POLYTECHNIC INSTITUTION

School of: Business

Program: Part-time Studies, Business Administration

Option: n/a

0600

BUSINESS AND SOCIETY**Start Date:** September 3, 2008**End Date:** December 12, 2008**Total Hours:** 36 **Total Weeks:** 12**Term/Level:** **Course Credits:** NA

20083

0

Hours/Week: 3 **Lecture:****Lab:****Shop:****Seminar:****Other:**

Prerequisites - none

BUSA 0600 is a Prerequisite for: nothing**Course No.** **Course Name**Enrolment in
the Business
Management
Studies
program.**Course No.** **Course Name**

92911 BUSA 0600

■ Course Description (required)

In this non-credit course students will explore Canadian perspectives on education, culture, business, labour, legal and ethical issues as they pertain to Canadian business and society. In addition, they will be introduced to the requirements for studying at the School of Business at BCIT. The course will involve three field trips to: 1. BCIT library to acquire research tools 2. Canada border services to study importing 3. A Canadian Business to see how a real business operates. Prerequisite: Enrolment in the Business Management Studies program.

■ Detailed Course Description (optional)

■ Evaluation

Final Presentation	60%	Comments: Students will be marked individually and as a group. 30% Individual effort plus 30% Team effort
Assignments	20%	
Team Members' Evaluation	10%	
Participation – in class, field trips	10%	
TOTAL	<u>100%</u>	

A grade of 50% is necessary to pass this course. Students will receive an "S" grade on their transcript for satisfactory completion of the course (no percentage is awarded).

■ Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

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- Describe Canadian cultural, business, political and legal structures.
- Use Canadian cultural norms in their interactions with other students, faculty and business community.
- Contrast Canadian business legal requirements, such as taxation, union rights and employment standards, with those in their country of origin.
- Describe the general features of the Canadian political system.
- Describe the basic features of the Canadian economy.
- Describe the procedure for setting up a business in Canada.
- Describe the process involved in importing a product into Canada.
- Develop appropriate research skills to find business related information and be able to annotate it where appropriate.
- Demonstrate an understanding of appropriate ethical behavior in Canadian society and while studying at BCIT.
- Explain how Canadian business practices differ from business practices in other countries with regard to copyright and patent infringement, unfair business practices, and warranty and certification requirements.
- Identify plagiarism and understand the policies of BCIT towards this and cheating.
- Adapt their study and research skills in order to be successful at BCIT.
- Discern ways in which their own learning skills can be adapted to the BCIT intensive set system.
- Work as a member of a team to present their team project to the class.
- Manage their time better to decrease stress and increase success.

■ Verification

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

Marjan English

Marjan English
Authoring Instructor

August 16, 2008

Date

I verify that this course outline has been reviewed.

[Signature]
Program Head, Part-time Studies

Aug 25/08
Date

I verify that this course outline complies with BCIT policy.

[Signature]
Associate Dean

Sept 9/2008
Date

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

■ Instructor(s)

Office Location: NA
Office Hrs.: NA

Office Phone: NA
E-mail Address: English_marjan@hotmail.com

■ Learning Resources**Required:**

A 3" three ring binder.

A good English dictionary in your language – it should be pocket book sized but have a word base of at least 30,000 words. Electronic dictionaries are fine if their word base is comparable.
(The instructor will be checking for these on the first day of class)

Recommended:

Starting Your New Business: A Guide for Entrepreneurs by Charles L. Martin, or any other text with similar subject matter.

■ Information for Students

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

The following statements are in accordance with the BCIT Student Regulations Policy 5002. To review the full policy, please refer to: <http://www.bcit.ca/~presoff/5002.pdf>.

Attendance/Illness:

*Attendance is expected and required at all classes. Attendance will be taken at the start of or during each class and active participation is required. Students not present at that time will be recorded as absent. Attendance forms part of the "participation" component of the course grade. **Also note:** If a student misses more than 10% of the classes without documented medical reasons or extenuating circumstances, the student may not be permitted to write the final examination and, therefore, would receive no marks for the final examination.*

Academic Misconduct:

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances are prohibited and will be handled in accordance with the 'Violations of Standards of Conduct' section of Policy 5002.

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 their respective program.

Accommodation:

Any student who may require accommodation from BCIT because of a physical or mental disability should refer to BCIT's Policy on Accommodation for Students with Disabilities (Policy #4501), and contact BCIT's Disability

Resource Centre (SW1-2300, 604-451-6963) at the earliest possible time. Requests for accommodation must be made to the Disability Resource Centre, and should not be made to a course instructor or Program area.

Any student who needs special assistance in the event of a medical emergency or building evacuation (either because of a disability or for any other reason) should also promptly inform their course instructor(s) and the Disability Resource Centre of their personal circumstances.

■ Assignment Details

Participation (10% of the course grade). Your grade for participation will be determined by regular attendance, the extent to which you are prepared for class, your contribution to class discussions and the extent to which you enable others to participate. Your ability to demonstrate appropriate workplace behaviours – both in lecture and labs will also be considered when determining your grade for participation.

Excellent participation (8 – 10): Attends all classes and field trips, is on time for class and consistently participates and moves class discussions forward. Volunteers high quality analysis and insights or applications of course content. Assists other class members to understand course objectives. Helps others participate effectively. Punctual and attentive.

Satisfactory participation (6 – 7): Misses no more than one field trip, is on time for class and prepared with good observations and analysis when called upon. Understands assigned readings and able to explain the concepts in the text. Participates in a manner that is not dominating or overwhelming of others. Does not distract others.

Unsatisfactory participation (0 – 5): Not prepared when called upon; misses classes, arrives late; presents poorly reasoned observations and analysis; frequently “off task” in lab activities. Does not contribute to large class discussions or small group activities. Dominates class or small group discussions. Treats others in a way that is intimidating, discriminatory or does not demonstrate an acceptance of diversity. Demonstrates inappropriate workplace behaviours.

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
WEEK ONE Sept. 3	<ul style="list-style-type: none"> - Course Overview - Personal Needs for Job Satisfaction - Teamwork – discussion of team dynamics - Selection of team members for project 	Handout	Vocabulary Practice	Next Class
WEEK TWO Sept. 10	Becoming a Master Student <ul style="list-style-type: none"> - Exploring learning styles and how they relate to BCIT 	Handouts	Vocabulary Practice	Next Class
WEEK THREE Sept. 17	Research Skills for Business <ul style="list-style-type: none"> - Plagiarism - How to document APA style - Visit to the Library 	Handouts	APA Documentation Exercise Vocabulary	Next Class
WEEK FOUR Sept. 24	Government and Business <ul style="list-style-type: none"> - Government hierarchy and how it affects business 	Handouts	Jigsaw Vocabulary	Next Class
WEEK FIVE Oct. 1	Business Ethics and Society <ul style="list-style-type: none"> - Business has a responsibility to Society - Labelling and ethics 	Handouts	Vocabulary Practice	Next Class
WEEK SIX Oct. 8	Starting a Business in Canada <ul style="list-style-type: none"> - How to start a small business in Canada - Types of businesses - Business plans 	Handouts	<ul style="list-style-type: none"> - Visit Small Business B.C. to obtain forms - Document steps in setting up a business 	Students must visit Small Business B.C. on their own time to obtain Name and Business Registration forms Next Class
WEEK SEVEN Oct. 15	Importing A Visit to Canada Border Services Agency <ul style="list-style-type: none"> - field trip and lecture on the process of importing products into Canada 	Handouts	Fill out appropriate forms (B3, CCD etc.) Vocabulary	Next Class

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
WEEK EIGHT Oct. 22	Marketing and Society - Market analysis - Marketing survey - Advertising	Handouts	Construct a survey, present results Vocabulary	Survey – 2 wks Next Class
WEEK NINE Oct. 29	The Canadian Worker - Workers rights - Worker safety	Handouts	Discussion and Exploration Vocabulary	 Next Class
WEEK TEN Nov. 5	A Visit to a Canadian Business - field trip	Handouts	Question Sheet Vocabulary	 Next Class
WEEK ELEVEN Nov. 12	The Pressures of the Modern World - Ways of coping with studying and pressures in everyday life	Handouts	No assignment	
WEEK TWELVE Nov. 19	Presentations - Teams will present their final project and hand in all hard copies of presentation material	Student generated material	Verbal and written presentation of the final assignment *no late assignments accepted	Last Day of Class Presentation and final written assignment due