



A POLYTECHNIC INSTITUTION

School of BCIT
Program: BMS
Option:

0600
BUSINESS AND SOCIETY

Start Date: Jan. 8, 2007	End Date: Mar. 31, 2007
Total Hours: 36 Total Weeks: 12	Term/Level: 1 Course Credits: N/A
Hours/Week: 3 Lecture: Lab:	Shop: Seminar: Other:

Prerequisites	BUSA 0600 is a Prerequisite for:
Course No. Course Name	Course No. Course Name

Admission to the BMS program

■ **Course Description (required)**

This non-credit, introductory course is designed to familiarize students with basic knowledge of Canadian educational, governmental, cultural, business, legal and ethical issues in terms of setting up a business in Canadian society. In addition, students will gain understanding into the requirements of studying at the BCIT School of Business. Besides doing coursework and assignments, students will be visiting specific business sites associated with some of the units they will be studying.

■ **Detailed Course Description (optional)**

■ **Evaluation**

Final Presentation	60%	Comments: Students will present individually and as a group.
Team Members'	20%	
Assignments	20%	
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:

- Describe Canadian cultural, business, political and legal structures.

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- 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.

Ms Marjan English
Authoring Instructor

Dec. 8, 2006
Date

I verify that this course outline has been reviewed.

[Signature]
Program Head/Chief Instructor

Dec 11 / 06
Date

I verify that this course outline complies with BCIT policy.

[Signature]
Dean/Associate Dean

Dec 14 / 06
Date

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

■ Instructor(s) Marjan English

Office Location: N/A

Office Phone: N/A

Office Hrs.: N/A

E-mail Address: English_Marjan@hotmail.com

■ Learning Resources**Required:**

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.

Recommended:**■ Information for Students**

Assignments: All assignments are important to the learning process and must be completed by the individual student unless otherwise directed by the instructor.

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:

The attendance policy as outlined in the current BCIT Policy 5002 will be enforced. Students are required to attend all classes. Attendance will be taken in all classes. Students who miss more than 10% of classes may be required to withdraw from the course thereby receiving a failing grade. In case of illness or other unavoidable cause of absence, the student must communicate as soon as possible with his/her instructor or Program Head or Chief Instructor, indicating the reason for the absence. If students are sick, a medical note is required to avoid these absences from counting towards 10% limit.

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.

■ Assignment Details

Students should endeavour to complete all the assignments on time. The final presentation assignment must be submitted in an appropriate manner and contain all parts required by the instructor for students to be successful in this course.

Schedule

Week of Number	Outcome/Material Covered	Reference/Reading	Assignment	Due Date
WEEK ONE	Course Overview Personal Needs for Job Satisfaction Teamwork	Handout	Discussion and Vocabulary Practice	Next Class
WEEK TWO	Becoming a Master Student	Handouts	Discussion and self-exploration Vocabulary	Next Class
WEEK THREE	Research Skills for Business	Handouts	Plagiarism APA Documentation Vocabulary	Next Class
WEEK FOUR	Government and Business	Handouts	Jigsaw Vocabulary	Next Class
WEEK FIVE	Business Ethics and Society	Handouts	Discussion Vocabulary	Next Class
WEEK SIX	Starting a Business in Canada A visit to Small Business B.C.	Handouts and visit	Visit Small Business BC and document steps in setting up a business Vocabulary	Next Class
WEEK SEVEN	Importing A Visit to Canada Border Services Agency	Handouts	Fill out appropriate forms Vocabulary	Next Class
WEEK EIGHT	Marketing and Society	Handouts	Construct a survey, analyze some advertisements Vocabulary	Next Class
WEEK NINE	The Canadian Worker	Handouts	Discussion and Exploration Vocabulary	Next Class
WEEK TEN	A Visit to a Canadian Business	Handouts	Question Sheet Vocabulary	Next Class
WEEK ELEVEN	The Pressures of the Modern World	Handouts	Practise exercises and discussion Vocabulary	Next Class

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
WEEK TWELVE	Presentations	Student generated material	Verbal and written presentation of the final assignment	Last Day of Class Final Written Assignment due