



A POLYTECHNIC INSTITUTION

School of Business

Program: BMS

Option:

BUSA 0600**BUSINESS AND SOCIETY****Start Date:** SEPT.11, 2006**End Date:** DEC. 11, 2006**Total Hours:** 36 **Total Weeks:** 12**Term/Level:** 1 **Course Credits:** Non Credit**Hours/Week:** 3 **Lecture:** **Lab:****Shop:** **Seminar:** **Other:****Prerequisites****BUSA 0600 is a Prerequisite for:****Course No. Course Name****Course No. Course Name****■ Course Description (required)**

This non-credit course introduces students to basic Canadian educational, cultural, business, legal and ethical issues in Canadian society and business. Students will also be introduced to effective methods of studying in the School of Business at BCIT. Students will visit some Canadian businesses for a chance to see Canadian businesses first hand.

■ Detailed Course Description (optional)**■ Evaluation**

Final Presentation	60%	Comments: Students will present both individually and as a group.
Team Members'	20%	
Assignments	20%	
TOTAL	100%	

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.
- 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 economic features of the Canadian economy.
- Interact with business managers in business settings.

Course Outline

(cont'd.)

- Demonstrate an understanding of appropriate ethical behaviour in Canadian society and in studying at BCIT.
- Describe appropriate behaviour around plagiarism, cheating and the facilitation of those behaviours in studying at BCIT.
- Explain how Canadian business practice differs from business practices in other countries in regard to copyright and patent infringement, unfair business practices, warranty and certification requirements.
- Adapt their basic study and research skills for studying at BCIT.
- Reflect on their own learning skills and how they differ from what is expected here at BCIT.
- Use basic group and presentation skills in the class.
- Understand the norms of studying in BCIT's intensive set system.
- Develop appropriate research skills for finding information, including an understanding of how to annotate other peoples work.
- Use stress and management techniques in their daily work at BCIT
- Describe the procedure for starting a business in Canada

■ Verification

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

Ms. M. English
Authoring Instructor

Epr 11 / 06
Date

I verify that this course outline has been reviewed.

[Signature]
Program Head/Chief Instructor

Sept 11 / 06
Date

I verify that this course outline complies with BCIT policy.

[Signature]
Dean/Associate Dean

Sept 11 / 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 Hrs.: N/A

Office Phone: N/A
E-mail Address: English_Marjan@hotmail.com

■ Learning Resources**Required:**

A very good English dictionary, either Oxford or Collins Cobuild suggested (non-electronic)
Becoming a Master Student (3rd edition) by Dave Ellis
Student Manual

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:

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. Prolonged illness of three or more consecutive days must have a BCIT medical certificate sent to the department. Excessive absence may result in failure or immediate withdrawal from the course or program. An unexplained absence will result in a warning. If the absences continue, the student will be referred to the program head for possible dismissal from the program.

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 and exploration of Personal Needs for Job Satisfaction	Handout	Discussion and Vocabulary Practice	Next Class
WEEK TWO	Becoming a Master Student	Required Text	Discussion and self-exploration Vocabulary	Next Class
WEEK THREE	Library Visit and Research Skills	Handouts	Plagiarism –test APA Documentation Vocabulary	Next Class
WEEK FOUR	Canadian Government Hierarchy	Handouts	Jigsaw Vocabulary	Next Class
WEEK FIVE	Business Ethics and Society	Manual and Handouts	Discussion Vocabulary	Next Class
WEEK SIX	Starting a Business in Canada	Handouts and visit	Visit Small Business BC and document steps in setting up a business Vocabulary	Next Class
WEEK SEVEN	Importing	Manual and Handouts	Fill out appropriate forms Vocabulary	Next Class
WEEK EIGHT	Marketing	Manual and Handouts	Construct a survey, analyze some advertisements Vocabulary	Next Class
WEEK NINE	The Canadian Worker	Manual and Handouts	Discussion and Exploration Vocabulary	Next Class
WEEK TEN	Visit to a Canadian Business	Handout	Question Sheet Vocabulary	Next Class
WEEK ELEVEN	Pressures of a Modern World	Required text	Practise exercises and discussion Vocabulary	Next Class
WEEK TWELVE	Presentations	Student generated material	Verbal and written presentation of the final assignment	Last Day of Class