



A POLYTECHNIC INSTITUTION

School of Business

Program:

Option: Business Administration

Start Date: September 05, 2007

End Date: December 10, 2007

Total Hours: 45 **Total Weeks:** 15

Term/Level: **Course Credits:** 3

Hours/Week: 3 **Lecture:** 1 **Lab:** 2

Shop: **Seminar:** **Other:**

Prerequisites - none

is a Prerequisite for:

Course No. Course Name

Course No. Course Name

BUSA 1005 Introduction to Business

■ **Course Description**

The purpose of this course is to provide the student with an introduction to the key aspects of business enterprises and to the key aspects of the contemporary business environment. BUSA 1005 will provide the student with an opportunity to identify areas of interest for future study within the BCIT School Of Business.

■ **Detailed Course Description**

Students will be evaluated through a combination of tests, assignments, projects, presentations, examinations, or other means as specified by the instructor. See Course Specifications for evaluation details. *BCIT Policy 5410: Evaluation of Students* will apply.

■ **Evaluation**

Mid-term Exam	25%	Comments: Failure to achieve 50% or more on the combination of the exams – mid term + final, and the individual assignments/participation marks; will result in 0% being assigned for all individual, group projects and assignments.
Group Presentation Business Plan	20%	
Quiz	5%	
Chapter Presentation - Team	10%	
Participation/Attendance	10%	
Final Exam	30%	
TOTAL	<u>100%</u>	

■ Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

1. Gain an understanding of the interdependence between business organizations and their environment.
2. Explain the key concepts- political, economic, social, marketing, accounting, etc., and how they affect the business world and industry trends.
3. Review and discuss the core elements and theories of Human Resource Management.
4. Describe the basic forms of business and the benefits of the different structures.
5. Identify the main components of most organizations and their functions.
6. Develop business and entrepreneur skills and deliver a viable Business Plan.
7. Work effectively in a team and present a creative business venture.
8. Demonstrate effective verbal and non-verbal communication skills.

■ Verification

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



 Authoring Instructor

Aug 10, 2007

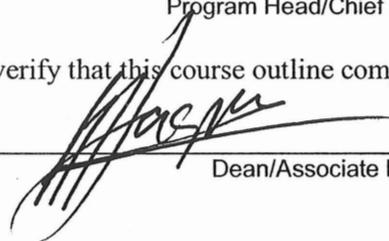
 Date

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

Aug 9/2007

 Date

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

■ Instructor(s)

Sandi Dunlop

Office Location:

Office Hrs.: Before class

Office Phone: 604-469-5950

E-mail Address: Sandi_Dunlop@bcit.ca**■ Learning Resources**

Required: Understanding Canadian Business: Nickels, McHugh, McHugh and Berman. Irwin, 5th Edition
Recommended References (not required): To be advised.

Recommended: Industry Articles and current events

■ 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:

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.

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**

Notes:

SCHEDULE – Fall 2007
BUS 1005 – INTRODUCTION TO BUSINESS

Week	Week of	Outcome/Material covered	Reference	Assignment	Due:
1.	Sept. 3	Introduction to course, Definitions		Ch. 1	Read Ch.2&3
2.	Sept. 10	Macro economics Globalization		Ch. 2 Ch. 3	Read Ch. 4
3.	Sept. 17	Role of Government		Ch.4	Read Ch.5 Lab 1
4.	Sept. 24	Ethics and Social Responsibility		Ch. 5	Read Ch.6
5.	Oct. 1	Forms of Business Ownership		Ch.6	Read Ch.7 Lab. 1
6.	Oct. 8	Entrepreneurship and Small Business		Ch.7	Read Ch.8
7	Oct. 15	Management and Leadership		Ch.8	Review Ch. 1-8
8.	Oct. 22	MID-TERM EXAMINATION			Read Ch. 9 &10
9.	Oct. 29	Organization Design Operations Management		Ch.9 Ch.10	Read Ch. 11
10.	Nov. 5	Motivation		Ch. 11 Lab 2	Read Ch. 12 & 13
11.	Nov. 11	Human Resources Labour Relations		Ch.12 Ch. 13	Read Ch.14 &15
12.	Nov. 18	Marketing Marketing mix		Ch. 14 Ch. 15	Read Ch.16
13.	Nov. 25	Accounting basics		Ch.16	Read Ch.17 Lab 2 Review Ch. 9-17
14.	Dec. 3	Financial Management		Ch.17	Review Ch. 9-17
15.	Dec. 10	FINAL EXAMINATION			