



A POLYTECHNIC INSTITUTION School of: Business
Program: Business Administration
Option: Food Technology

Start Date: March 21, 2005 End Date: May 20, 2005
Total Hours: 40 Total Weeks: 10 Term/Level: 4 Course Credits: 2.5
Hours/Week: 4 Lecture:1 Lab:3 Shop: Seminar: Other:

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

Course Description

BUSA 1102 focuses on the application and integration of various business tools models for the student to enter a related business, either as a specialist, supervisor, manager or business entrepreneur. The student will develop an applicable business plan.

Detailed Course Description

The course involves applying behavioural models to help individuals and organizations manage and adapt to a changing business environment as well as improving their human development, leadership skills, productivity and effectiveness. The student will examine a number of behavioural tools and then focus on the development of a useful business plan, including the development of the vision of a possible business venture, types of business organizations, marketing, identification of the customer, financials. The final class is designated for presentation of the student Business Plan.

Evaluation Guideline

Table with 2 columns: Evaluation Component and Percentage. Rows include Examination (45%), Business Plan (45%), Class Contribution (10%), and TOTAL (100%).

Course Learning Outcomes/Competencies

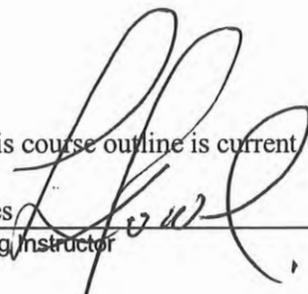
BUSA 1102 is intended to be of value to students who will work as managers, administrators, supervisors, team leaders and specialists in food industry. Upon completion the course, the student will be able to

- Apply various management tools in the solving of people issues
Choose the most appropriate conflict styles in resolving personnel issues.
The most useful tactics in motivating people in organizations to change behaviours.
Negotiate difficult personnel differences
Contribute effectively as team members
Apply Performance standards
Think critically in solving organizational and personnel issues
Understand the legalities of various types or business organizations
Develop a marketing plan for their business, including identification of customers

- Develop a financial plan
- Present a business plan to the class

■ **Verification**

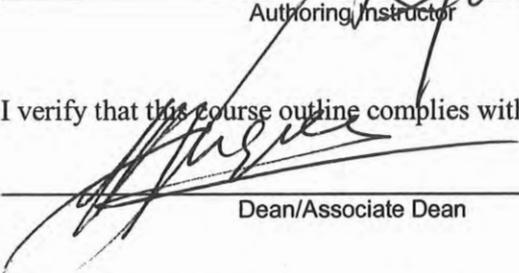
I verify that the content of this course outline is current



L. Jones
Authoring Instructor

March 8, 2005
Date

I verify that this course outline complies with BCIT policy.



Dean/Associate Dean

March 10 / 2005
Date

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

■ Instructor(s)

L. Jones

Office Location: SE6 303
Office Hrs.: As postedOffice Phone: 604 45 1-6747
E-mail Address: Larry_Jones@bcit.ca**■ Learning Resources****Required: Learning Models for Management by Laurance Jones****Recommended:****Building a Dream by Walter S. Good is an excellent reference. Summaries of this book will be provided to the student, although it does have some excellent web sites.****■ 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.

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
1. Mar 21	Introductions and Overview of the Course. Review websites www.bplans.com and www.businessplans.org/mootcorp.html and www.smallbusinesspoint.com/SAMPLEPLANS.htm	Web Sites	Review websites – choose your favourite	March 31
2. Mar 31	Behavioural Tools	Jones text		
3. Apr 4	AMOL, What Employers Look For, Applying Force Field Analysis	Jones text		
4. Apr 11	Process of Negotiations Types of Organizations	Jones text, Readings provided		
5. Apr 18	Examination Organizing your business: Sole Proprietorship, Partnership, Corporation	Exercise provided		
6. Apr 25	Marketing Who is your Customer exercise Working on your business plan Financials	References to Good text provided		
7. May 2	Discussing your business plan			
8. May 9	Presenting your Business Plan			