



# Grande Prairie Regional College

## School of Business

### Department: Business Administration and Commerce

COURSE OUTLINE – WINTER 2008

## BA2910/BA1040 Small Business Management

3(3-0-0) [45 hours] Winter 2008

<b>Instructor</b>	Cibylla Rakestraw	<b>Phone</b>	539-2873
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<b>Office Hours</b>	Mondays: 9:30 – 11:00 Wednesdays: 2:30 – 4:00 By appointment at other times or on a drop in basis if I'm free.		

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### **Prerequisite(s)/corequisite(s):**

None

### **Required Text/Resource Materials:**

Griffin, R., Ebert, R., Starke, F. (2008) *Business: Sixth Canadian Edition*. Toronto: Prentice Hall

Kouzes, J., Posner, B. (2002) *The Leadership Challenge: Third Edition*. San Francisco: Jossey-Bass

**Description:** (This will be the course description as per the college calendar)

As well as examining the formulation of business plans, this course examines the function of management concerned with organization, staffing, directing and controlling. Objectives for effective management such as profit, service, personnel and operation are examined. Case analysis is used to integrate course materials.

**Credit/Contact Hours:**

This is a 3 credit course with 3 hours of lecture per week.

**Delivery Mode(s):**

The course work includes lectures, class discussions and group work. You should study assigned readings before class and be prepared to discuss the material and apply your understanding in the classroom.

**Objectives:**

This course will focus on leadership and business management skills. Students will examine the contemporary business world and various management functions including the organization of a business enterprise, managing human resources, motivating and leading, managing operations and information, managing marketing and managing financial issues.

Upon completion of this course students will be able to:

1. Demonstrate the ability to prepare a business plan
2. Assess his/her own leadership and management potential
3. Discuss the various aspects of management in business
4. Assess his/her own potential as an entrepreneur/intrapreneur

**Transferability:**

A.U., U. of L., Thompson Rivers' University, Royal Roads University, Lakeland College and Okanagan College will accept this course as part of the 2 + 2 block transfer. Students are strongly advised to check with the receiving institution for more details and to ensure transferability.

**Grading Criteria**

Leadership Project	25%
Business Plan	25%
Tests	50%

**Leadership Project**

You will write a 10 page APA style paper about a leader. This individual could be a business, political, or religious leader. Examine this person's background, contribution and leadership style. You will use a minimum of three sources for your information.

## Business Plan

You will write a business plan for a new business venture. The business plan will include an executive summary, operational plan, sales plan, production plan, human resources plan, opening balance sheet, budget for the first year of operation and financial forecast. You will also include information about the principals of the company and the professional service providers you plan to employ.

## Tests

There will be 5 in-class tests throughout the semester.

Grades will be assigned on the Letter Grading System.

### Business Administration and Commerce Department

#### Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4	95 – 100	EXCELLENT
A	4	90 - 94	
A <sup>-</sup>	3.7	85 - 89	FIRST CLASS STANDING
B <sup>+</sup>	3.3	80 - 84	
B	3	76 - 79	GOOD
B <sup>-</sup>	2.7	72 - 75	
C <sup>+</sup>	2.3	68 - 71	SATISFACTORY
C	2	64 – 67	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

### Course Schedule/Timeline:

<b>Week</b>	<b>Topic</b>	<b>Required reading</b>
One	Understanding the Canadian Business System Understanding the Environments of Business What Leaders do and what constituents expect	Chapter 1 Business Chapter 2 Business Ch. 1 & 2 Lead. Ch.
Two	Conducting Business Ethically Understanding Entrepreneurship <b>Business Plan Assignment</b> Model the Way: Clarify values	Ch. 3 Business Ch. 4 Business Ch. 3 Lead. Ch.
Three	<b>Test 1</b> Managing the Business Enterprise Model the way: Set the example <b>Leadership Assignment</b>	Ch. 6 Business Ch. 4 Lead. Ch.
Four	Organizing the Business Enterprise Managing Human Resources Inspire a Shared Vision: Envision the Future	Ch. 7 Business Ch. 8 Business Ch. 5 Lead. Ch.
Five	Understanding Labour-Management Relations Motivating and Leading Employees Inspire a Shared Vision: Enlist Others	Ch. 9 Business Ch. 10 Business Ch. 6 Lead. Ch.
Six	<b>Test 2</b> Producing Goods and Services Challenge the Process: Search for Opportunities	Ch. 11 Business Ch. 7 Lead. Ch.
Seven	Increasing Productivity and Quality Managing Information Systems & Communication Technology Challenge the Process: Experiment & Take Risks	Ch. 12 Business Ch. 13 Business Ch. 8 Lead. Ch.

Eight	Understanding Accounting Issues Enable others to Act: Foster Collaboration <b>Test 3</b>	Ch. 14 Business Ch. 9 Lead. Ch.
Nine	Understanding Marketing Processes & Consumer Behaviour Developing & Promoting Goods & Services Enable Others to Act: Strengthen Others	Ch. 15 Business Ch. 16 Business Ch. 10 Lead. Ch.
Ten	Pricing & Distributing Goods & Services Encourage the Heart: Recognize Contributions <b>Test 4</b>	Ch. 17 Business Ch. 11 Lead. Ch.
Eleven	Understanding Money & Banking Understanding Securities & Investments Encourage the Heart: Celebrate the values & Victories	Ch. 18 Business Ch. 19 Business Ch. 12 Lead. Ch.
Twelve	Financial Decisions & Risk Management Leadership is everyone's business <b>Test 5</b>	Ch. 20 Business Ch. 13 Lead. Ch.
Thirteen	<b>Completion of projects</b>	

Please note that dates are approximate and may be changed by the instructor to meet the needs of the class.

### **Assignment and Test Policies**

- Both major projects must be completed in order to pass this course.
- Tests will cover material in both texts as well as any other information presented in class.
- There is no final exam in this course.

### **Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services.