



Grande Prairie Regional College

Department of Business

COURSE OUTLINE – WINTER 2009

BA 1040 and 2910

Small Business Management

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

Instructor Cibylla Rakestraw

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Office Hours Tuesdays and Thursdays
from 2:30 – 4:00 pm.
By appointment at other
times or on a drop in basis if
I'm free.

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

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

Description:

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, present and evaluate 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 and presentation	15%
Business Plan & Presentation	30%
Business Plan evaluations	20 %
Tests	35%

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

Leadership Project

You will write a paper about a business leader that you will present to the class. 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 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. You will create a presentation of your business plan for a panel of your peers.

You will also participate in the evaluation of business plans presented by peers in a panel format.

Tests

There will be 3 in-class tests throughout the semester.

Course Schedule/Timeline:

Week	Topic
Jan 6 – 9	Course overview, development of leadership/management questions
Jan 12 – 30	Assignment of major projects, various management topics
February 2	Test 1 – Chapters 1 – 7
Feb 3 – 13	Various management topics
Feb23 – Mar 6	Leadership presentations
March 9	Test 2 – Chapters 8 - 13
Mar 11 – Apr 9	Business Plan presentations and evaluations
April 13	Test 3 – Chapters 14 - 18

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

Assignment and Test Policies

- All projects and evaluations must be completed in order to pass this course.
- There is no final exam in this course.

Statement on Plagiarism:

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