



# Business Administration

Course Number:	BUAD 298
Course Title:	SMALL BUSINESS MANAGEMENT
Credits:	3
Calendar Description:	This course will fulfill the Graduation Requirement:

BBA, Management Specialty – Required  
Diploma, Management and Marketing Options - Elective

Substitutable Courses:	No
Transfer Credit:	
Special Notes:	
Originally Developed:	1993
EDCO Approval:	May 2016
Chair's Approval:	

Professors

Name	Phone number	Office	Email
Sheilagh Seaton Course Captain	250-762-5445 # 3212		

## Evaluation Procedure

Book Review Assignment - Individual	10%
Discussions / Participation - Individual	15%
Mid-term Exam - Individual	20%
Final Exam - Individual	30%
Case Analysis - Group	25%
Total	100%

## Notes

## Mid-Term &amp; Final Exams

The midterm and final exam will include case analysis and concepts discussed in class. The final exam is cumulative. Students must have an average passing grade of 50% or greater for the exam portion of the grade in order to pass the course.

## Business Book Review Assignment – 10%

Students will select a business related book to read or a business topic that they feel is highly relevant to small business. They will research the topic and prepare an oral presentation with the findings of the investigation in terms of how the book or topic is relevant to the success of small business. Students will develop a presentation to brief the class on their chosen book or topic.

## Case Analysis – 25%

Working in small groups students will use a guided approach to prepare written analysis of assigned cases based on the methodology presented.

## Class Discussions/Participation – 15%

Students are expected to come prepared to class having completed the assigned readings and engage in the case analysis discussion and presentations.

## Optional Texts/Resources

- x Small Business Management: Launching and Growing New Ventures by Justin Longenecker, Leo Donlevy, Terri Champion, J. William Petty, Leslie Palich & Frank How.
- x Small Business: An Entrepreneur's Plan by R. Knowles.

Additional readings and case studies will be made available through the Moodle course website. n

Course Schedule

Date	Class Topics and Assignments	Readings
Week of:	Tues., Jan. 3 Classes begin for all academic programs	
	Mon., Feb. 13 Family Day - No classes	
	Tues., Feb. 14 to Fri., Feb. 17, Mid-semester break - No classes	
	Mon., Apr. 10 L:	

## SKILLS ACROSS THE BUSINESS CURRICULUM

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## STUDENT CONDUCT AND ACADEMIC HONESTY

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What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another