

*Grande Prairie Regional College*  
*Business Administration*  
**BA 1040 -- Small Business Management -- Winter 1998**

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**Office Hours:** 8 - 9 am MWF, by appointment, or on a drop-in basis if I'm free

**Course Description:**

● This course examines the function of management concerned with the organization, staffing, directing and controlling of a small business. Objectives for effective management, such as profit, service, personnel and operation are examined. Case analysis is used to integrate course material.

**Required Text:**

● Eckert, Lee, et al. Canadian Small Business: An Entrepreneur's Plan (Second Edition).  
Toronto: Harcourt Brace, 1995.

**Course Format:**

● BA 1040 consists of three hours of instruction weekly -- offered in one evening session. The classwork will include lectures, class discussions, group work, simulations, guest speakers, and student presentations.

**Grading:**

● Grande Prairie Regional College uses the following nine-point grading scale:

90 - 10%	9 (markedly superior)
80 - 89	8 (excellent)
72 - 79	7 (very good)
65 - 71	6 (good)
57 - 64	5 (fair)
50 - 56	4 (poor)
45 - 49	3 (equates to failure)
26 - 44	2

### Course Objectives:

1. To explore each student's potential and/or current involvement in small business.
2. To evaluate business opportunities.
3. To understand the components of business plans.
4. To examine venture start-up requirements as well as the management of small businesses.

### Course Evaluation:

Attendance/effort/participation	10%
Weekly assignments	30%
Quizzes	20%
Major Project	40%

### Course Policies:

• Assignments are due on the dates set by the instructor. If you feel you have a valid reason for an extension, please request the extension prior to the due date. Unauthorized late assignments will have a 10% per day late penalty applied to the assignment grade.

• Should you not hand in an assignment in class when due, the following procedures should be followed:

1. Remind the instructor that your assignment has not been completed; confirm the date you will complete the assignment.
2. If word processed, print yourself a copy for your files, and be sure the assignment has been saved. If handwritten or typed, photocopy the assignment for your records before handing it in.
3. Deliver the assignment to the cashier's office where it will be placed in my mailbox. Under no circumstances should you slide the assignment under my door or place it in the hot box on my door.
4. Confirm with me that I have received the assignment.

... more over ...

●If you must miss a quiz, advise me before the quiz is to be given. (A message on my answering machine is fine.) You will then be given the opportunity to write the exam in the Registrar's Office at a date and time convenient for you. An unexcused absence from a quiz will result in a grade of 0.

●Should you be unable to attend a class, it is your responsibility to acquire the material missed, and to complete assigned readings, in-class work, and assigned homework. (Please remember that an evening class is the equivalent of three regular, day-time, MWF classes. Missing just one class is a serious matter.)

●All assignments must be word-processed or typewritten.

●In addition to the graded course assignments, you may be expected to complete various assignments outside of class. Such assignments will be graded credit/non-credit. To receive a grade in BA 1040, all assignments in this category must be completed.

●Regular attendance is critical for success in BA 1040. Attendance will be taken at every class. Attendance includes arriving to class on time and being prepared by having assigned homework and readings complete. As well, the mark you receive in the attendance category will reflect your contribution and participation in the class.