

COURSE OUTLINE		
TERM: Fall 2024	COURSE NO: BADM 265	
INSTRUCTOR:	COURSE TITLE: Small Business Management	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shísháhl (Sechelt), Sḵw̓x̓wú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. Course may be delivered online or mixed mode.

COURSE PREREQUISITE/CO-REQUISITE

BFIN 141 as a pre- or corequisite

CALENDAR DESCRIPTION

During this course, learners will evaluate the business skills and commitment necessary to successfully work in a small business. Students will identify personal traits, resources and goals as they explore the challenges and rewards of small business management. Students will learn the fundamentals of operating a small business from financial, legal, risk management and operational perspectives, investigate a variety of business models and examine varying degrees of social entrepreneurship, ethics and sustainability.

REQUIRED TEXTS AND/OR RESOURCES

Course pack or other open source resources will be provided by the instructor.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Identify the traits, skills, attitudes and drive that increase one's potential to succeed in small business
2. Identify the challenges, risks and risk mitigation strategies small businesses must consider and address

3. Interpret the basic elements of a contract in small business situations
4. Use entrepreneurial concepts in a professional, disciplined and systematic fashion by applying a business planning tool to an existing venture/product/market, etc.
5. Demonstrate teamwork as an essential ingredient in class for small business achievement

COURSE CONTENT

Week	Topic
1	Introduction to the entrepreneurial mindset Importance of small businesses in the economy
2	Types of small business models (sole proprietorship, partnership, corporation, etc.) Types of entrepreneurial ventures (social, franchise, gig economy, lifestyle, etc.) Challenges and opportunities in small business management
3	Business Model Canvas and Team Project Principles of effective teamwork in small business
4	Identifying and managing business risks
5	Business registration and licensing Intellectual property protection
6	Contracts and agreements
7	Compliance with labor laws, taxation, and health and safety regulations
8	Inventory management and supply chain
9	Resource allocation and capacity planning
10	Utilizing technology for business efficiency
11	Cybersecurity and data protection
12	Crisis management and contingency planning
13	Social entrepreneurship, ethics and sustainability
14-15	Final assessment: Business Model Canvas

EVALUATION PROFILE

Assessment	Weight	LO
Reflective assignment (Individual)	15%	1
Assessment – contracts and agreements (Individual)	20%	4
Case analyses (in-class) (Individual/Team)	20%	3
Company analysis– Business Model Canvas (Individual)	25%	5
Company analysis assignment – Risk Management (Team)	20%	3, 6

ASSIGNMENTS:

Reflective Assignment: Students will complete a standardized entrepreneurial mindset assessment and provide reflections on how their results track to the traits, skills, attitudes and drive of small business owners.

Assessment – contracts and agreements: Students will complete an assessment to assess their understanding of contracts and agreements in a small business setting.

Case analyses: During the term, case studies will be used to illustrate key concepts. Students will complete an analysis of one or more cases during class meeting times.

Company Analysis Risk Management Assignment: For the company analysis assignment, students will be assigned to a small group (3-4 students) who will select a small business (at least 5 but under 50 employees) to analyze. The groups will interview someone from the organization to complete a 4-6 page analysis of the legal, resource/supply chain, corporate structures, and technological risks that the company faces.

Business Model Canvas: Students will individually complete a full BMC for their chosen company.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due on the due date listed on eLearn. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

*** Accommodations can be made to honour community needs and traditional practices.

Attendance

Students are expected to attend all classes and associated activities.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note taking only.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.