

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 2000 - SEMINAR IN BUSINESS POLICY

- INSTRUCTOR: Tom Grainger
C301
539-2971 (office)
532-2472 (home)
- TEXT: The Popcorn Report, Faith Popcorn, Harper Business, 1992.
The Deming Management Method, Mary Walton, Putnam Publishing, 1986, paperback.
Stratplan Participants Guide, Roy W. Hinton and Daniel C. Smith, Prentice Hall, Englewood Cliffs, N.J., 1985.
- PREREQUISITE: It is assumed that students in this course will have completed approximately fifteen courses toward a Diploma. Any student who is not at this stage in the program requires the permission of the instructor.
- COURSE DESCRIPTION: This course attempts to integrate the many facets of business by exposing students to a business game, feasibility study, strategic planning models and case studies. In-class time will be offered to these projects and to lecture/seminars in management processes.
- COURSE OBJECTIVES: This course has many diverse objectives:
- 1) To serve as a capstone experience i.e. to integrate methods and insights from other disciplines.
 - 2) To acquaint students with management roles and in particular with strategy formulation and implementation. The necessity of taking a global perspective will become obvious as the course progresses.
 - 3) To involve students in the two major projects designed to actively engage them in real life risks and opportunities. These projects themselves must be managed and as such provide a laboratory to test and use class developed concepts.

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- OBJECTIVES:
- 4) To be of service to the College and/or community via project work.
 - 5) To hone group work skills and to appreciate the necessity of pooling and integrating a diversity of talents and skills.
 - 6) To foster leadership skills.

GRADING:

Feasibility Study	50%
Business Game	25%
Seminar Leadership	20%
Seminar Contribution	5%
	<u>100%</u>

COURSE

CONTENT:

- 1) Guidelines for Feasibility Study are available. This is a major project demanding sustained and substantial effort. It is due the Friday before the second last week of classes. Ample in-class time will be provided for group meetings. Marks will be derived as follows:

Written Report: 90% (90% of 50% = 45 Marks)

* Oral Feedback/
Discussion: 10% (5 Marks)

N.B. Peer evaluations will be required and may impact marks of individuals.
- 2) Business Game: see attached handout

N.B. Peer evaluations will be required. No marks will be awarded until all group members have submitted evaluations.
- 3) Seminal Leadership: Each student will be expected to lead 2 small group discussions based on text chapters. See attached handout.

* Those students not attending the Annual Business Conference will be permitted to attend the feedback session but will get no grade. Non-attenders of the feedback session will get no grade.

Please note the following:

- 1) Late assignments will be docked 10% per school day late and will not be marked after the third day late. Exceptional circumstances may warrant exceptions to this rule, so please keep me informed.
- 2) Under no circumstances will Business Game input forms be accepted late.
- 3) Owing to the size of the project and my desire for quick feedback to students, the feasibility study must be typed.
- 4) Attendance will not be taken. Owing to the high proportion of group work in this course, I anticipate that peer evaluations will remedy any attendance problems. Classes will start on time.
- 5) Please don't be a stranger. My office hours are only a guide to my availability - feel free to wander in as you see fit.
- 6) Two class periods per week are available for group meetings. Successful groups in the past have profitably utilized this time; less successful groups haven't.

BA 200

SEMINAR LEADERSHIP

Bearing in mind the course's title: "Seminar in Business Policy" and the need to enhance students' skills in providing leadership to small groups, each student will be required to lead two group discussions on the content of specified text chapters.

FORMAT

Group Size - 10 or fewer (this will help to diminish stress and allows for a dialogue)

Time Allowed - approximately 30 minutes

Marks - 10 x 2 i.e. two sessions valued at 20 marks each. Also, seminar contribution marks will be assessed by me to seminar participants over the course of the semester.

Texts - chosen because they are relevant, widely read in the business community and illuminating on the business/environment interface. Readability and interest were additional factors.

Responsibilities

a) Seminar Leader

The half hour assigned to you can be a worthwhile and enjoyable one for your audience or it can be boring, tedious and valueless. The only variables that govern this are the time, energy and thought that YOU put into preparation.

Let me suggest the following:

- 1) Know the chapter cold - underline, make notes in the margins, use numbering scheme etc.
- 2) Have the first minute memorized. After that, the terror subsides.
- 3) Have a plan but allow spontaneity if appropriate and valuable
- 4) Don't "wing it" - have questions, intro, conclusion in a package.