

# School of Business

## COURSE SYLLABUS



COURSE TITLE: BUS 280 Entrepreneurship  
CLASS SECTION: D02  
TERM: F2023  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Online and Virtual Thursdays @ 6-8:50 pm

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

### INSTRUCTOR DETAILS

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NAME: Anne Borrowman  
EMAIL: borrowmana@camosun.ca  
OFFICE: Virtual  
HOURS: By appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, please discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

### BUS 280 CALENDAR DESCRIPTION

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This course provides an orientation to commercial innovation and the venture creation process, for students who are interested in developing new business opportunities, now or in the future. Students will gain a conceptual understanding of venture development opportunities, strategies and resources, practical skills of entrepreneurship; and insights into the attitudes and values that characterize successful entrepreneurial activity.

### COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course, students will be able to:

1. Explain the attitudes and values that characterize successful entrepreneurial activity.
2. Demonstrate an understanding of the role of sustainability in small business.
3. Evaluate various types of venture opportunities.
4. Conduct market research using the Internet and local resources and analyze information obtained.
5. Demonstrate the ability to work in a team environment.
6. Demonstrate an understanding of entrepreneurial financial issues; marketing concepts; and legal and tax implications of various business entities.
7. Design a Human Resource Management plan and Operations Management system.
8. Develop and present a business plan suitable to present to an external funder.

### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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**Text:** Balderson, D. W. & Mombourquette P. (2020) *Canadian Entrepreneurship and Small Business Management 11<sup>th</sup> Edition*: McGraw-Hill Ryerson

**Other:** Course readings as assigned by instructor and posted on D2L.

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

**ZOOM CLASS TAKES PLACE THURSDAYS @ 6-8:50 PM**

WEEK	DATE	TOPIC		ACTIVITIES / ASSIGNMENTS
1	Sept. 5-10	<b>Mandatory Attendance</b> Course overview / attendance Introduction to Entrepreneurship	Ch 1	<b>Attendance Quiz due Tues @ 11 pm</b> D2L Ch 1 Quiz due Wed @ 11 pm POST Discussion #1 Intro and Profile + Entrepreneur Potential Results Due D2L Sun @ 11 pm
2	Sept. 11-17	Small Business Statistics Evaluation of a Business Opportunity	Ch 2 Ch 3	D2L Ch 2-3 Quiz due Wed @ 11 pm RESPOND Discussion #1 Due D2L Sun @ 11 pm
3	Sept. 18-24	<b>Video - Market Research Resources</b> Organizing a Business The BP / Market Research/ Enviro Scan	Ch 4	D2L Ch 4 Quiz due Wed @ 11 pm <b>Individual Business Opportunity Report</b> Due D2L Sun @ 11 pm
4	Sept. 25 Oct. 1	<b>Teams formed/ select a business idea for BP Project</b> Sustainability	See D2L Content	<b>Team Business Opportunity Report &amp; Contract</b> Due D2L Sun @ 11 pm
5	Oct. 2-8	Buying a Business and Franchising	Ch 5	D2L Ch 5 Quiz due Wed @ 11 pm
6	Oct. 9-15	Financing the Small Business	Ch 6	D2L Ch 6 Quiz due Wed @ 11 pm Market Research Enviro Scan + Individual Contribution Due D2L Sun @ 11pm
7	Oct. 16-22	Marketing Management	Ch 7	D2L Ch 7 Quiz due Wed @ 11 pm POST Discussion #2 Due D2L Sun @ 11 pm
8	Oct. 23-29	Managing the Marketing Mix The 4 P's Product and Price	Ch 8	RESPOND Discussion #2 Due D2L Sun @ 11 pm
9	Oct. 30 Nov. 5	Managing the Marketing Mix (con't) Place and Promotion	Ch 8	D2L Ch 8 Quiz due Wed @ 11 pm
10	Nov. 6-12	Financial Management Income Statements/Balance Sheets/Ratios	Ch 9	D2L Ch 9 Quiz due Wed @ 11 pm POST Discussion #3 Due D2L Sun @ 11 pm
11	Nov. 13-19	Operations Management	Ch 10	D2L Ch 10 Quiz due Wed @ 11 pm RESPOND Discussion #3 Due D2L Sun @ 11 pm
12	Nov. 20-26	HR – Planning/ Personnel Hiring	Ch 11	D2L Ch 11 Quiz due Wed @ 11 pm Due D2L Sun @ 11 pm
13	Nov. 27 Dec. 3	Management Team & Advisors <b>Best practices for BP Presentations</b> Teams work on Business Plan	Ch 12	D2L Ch 12 Quiz due Wed @ 11 pm
14	Dec. 4-8	<b>Teams work on Business Plan Report and Presentation</b> <i>Business Plan/ PPT Presentation / Individual Contribution Sheet: Due D2L Friday, Dec. 8 @ 11 pm</i>		

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](#).

## EVALUATION OF LEARNING

	Value
<b>Team Assignments: The Business Plan</b>	
Business Opportunity Report & Contract	5%
Business Plan Market Research	10%
Completed Business Plan	25%
Presentation	5%
<b>Total Business Plan Value</b>	<b>45%</b>
<b>Individual Assignments/ Activities</b>	
Business Opportunity Report	10%
Discussions (3 @ 10% each)	30%
Chapter Quizzes	15%
<b>Total Individual Value</b>	<b>55%</b>

## COURSE GUIDELINES & EXPECTATIONS

Hours of banter, pages of writing, and thousands of dollars of research have been devoted to answering one of the most popular and elusive questions about entrepreneurship: “What Makes a Successful Entrepreneur?”. Is it a personality trait? Can entrepreneurship be learned? Can it be taught? What kind of person does it require? Can anyone become this kind of person, or are certain people born for the entrepreneurial life? This course will provide an opportunity to discuss the answers to these questions.

The second, and major, focus of this course is on developing a Business Plan. People buy products and services to solve problems and if an existing solution is working, they will resist changing. Thus, the search for new opportunities should start with people who have problems that are not being solved to their satisfaction. If an idea solves a problem better than what is currently available, but people are satisfied with the current solution, they are unlikely to switch, no matter how much better one thinks their alternative is. This is human nature! However, if the old solution is not acceptable then one should develop a clear understanding of why a group of users finds the current solution unsuitable and determine what a better solution would look like. This indicates an opportunity worth investigating.

BUS 280 is a fast-paced, demanding course, with a substantial team project to complete. However, it can also be a lot of fun. Students are expected to read the assigned material before class.

Please be prepared to take part in discussions, ask questions and contribute from your experience.

## SCHOOL OR DEPARTMENTAL INFORMATION

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### ASSIGNMENTS & EXAMS

**Assignment formatting.** The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <https://camosun.libguides.com/apa7>

- Where required by your instructor, submit all assignments into the D2L drop box by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style, document formatting, citations and all referencing using APA standards will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

**Deadlines and exams.** You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

**EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.

### STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

### SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>

Support Service	Website
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.