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BUSINESS ORGANIZATION
AND MANAGEMENT 30

DEPARTMENT OF EDUCATION
Edmonton, Alberta
June, 1967



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Prerequisite - None

Objectives:

1. To provide an opportunity for students to learn how business is organized and operated so that they have better concepts of their duties and functions as employees, or operators of their own business.
2. To learn how to evaluate and apply facts when making business decisions.
3. To make students aware that business is dynamic and that they must learn to be adaptable and to make their own rules and practices to meet new situations.

Scope:

1. Meeting the Challenge of Change
 - (a) Technological
 - (b) Economic
 - (c) Social
 - (d) Political
2. Foundations of Canadian Economy
 - (a) Primary industries
 - (b) Secondary industries
 - (c) Service industries
 - (d) Construction industries
 - (e) Distributive industries
 - (f) Financial institutions
3. Forms and Organizational Structure of Business Organization in Canada
 - (a) Single proprietorship
 - (b) Partnership
 - (c) Corporation
 - (d) Cooperative
 - (e) Government operated
4. The Role of Government Regulations
 - a) Control and regulations
 - i) municipal
 - ii) provincial
 - iii) federal
 - b) Government aid to business
 - i) publications
 - ii) subsidies
 - iii) tax rebates, etc.
5. The Manufacturing Activity
 - i) Engineering
 - ii) Production
 - iii) Materials handling

6. The Purchasing and Marketing Activity
7. The Finance Activity
8. The Personnel Activity

Text - Business Organization and Management, Lynn and Acland, 1966 edition, McGraw Hill.

References: .

1. Introduction to Management, A.R. Hebert, 1966 edition
- Pitman
2. Business Principles and Management, Shilt and Wilson,
1961 edition, W.J. Cape
3. Business Principles, Organization and Management,
Tonne & Simon, 1963 edition, McGraw Hill.
4. Business Finance for Canadians, G.M. Robinson, 1966
edition, Pitman

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