




# Business Administration

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| Course Number:          | <b>TOUR 245</b>  |
| Course Title:           | <b>Tourism for SME</b>   |
| Credits:                | 3  |
| Calendar Description:   | The course introduces students to the specific challenges and opportunities that impact Small and Medium sized Tourism Enterprises. Using case studies and real life examples in class, students will experience what it is like to react quickly and prepare for the future in a fast paced business environment. |
| Semester and Year:      | <b>WINTER 2024</b>   |
| Prerequisite(s):        | BUAD 123 and TOUR 130 and TOUR 115   |
| Corequisite(s):         | No   |
| Prerequisite to:        | No   |
| Final Exam:             | Yes  |
| Hours per week:         | 3  |
| Graduation Requirement: | Tourism Management Diploma   |
| Substitutable Courses:  | No   |
| Transfer Credit:        |  |
| Special Notes:          | This course cannot be used for credit towards an Okanagan College Bachelor of Business Administration, Business Administration Diploma, Business Administration Certificate or Post Baccalaureate Diploma  |
| Originally Developed:   | August, 2020   |
| EDCO Approval:          |  |
| Chair's Approval:       |   |

**Professors**

| Name   | Phone number | Office | Email                  |
|--|--------------|--------|------------------------|
| <b>Carolyn Gibson</b><br><i>(Course Captain)</i> | 250-814-3952 |        | cgibson@okanagan.bc.ca |

**Learning Outcomes**

Upon completion of this course students will be able to:

- Describe unique aspects of decision making specific to Tourism SMEs
- Apply business concepts to demonstrate how to respond quickly to external challenges
- Identify problems and opportunities in the context of Tourism SME management and operations.
- Analyze challenges and opportunities related to Tourism SME growth
- Describe ways Tourism SMEs can scale their business
- Discuss problems specific to family-owned and operated businesses in Tourism SMEs.

**Course Objectives**

This course will cover the following content including:

- Aspects of different types of small business management and ownership in Tourism
- Marketing of products and services in a Tourism small business
- The challenges and rewards of branching out into a global market
- Business management and control systems
- Exit and harvesting strategies for small Tourism businesses

**Evaluation Procedure**

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| Application Journal Entries<br>10 journal entries (10 x 2%)              | 20%  |
| Case Study Analysis (Individual 3 x 10%)                                 | 30%  |
| Seminar Presentation - Group<br>Proposal 5%, presentation 10%, paper 15% | 30%  |
| Final Exam (Case Study and Essay)  | 20%  |
| Total  | 100% |

**Notes**

*Important Note: All quizzes, reports, assignments and exams are to be done on your own. You may not copy information from Moodle or other sources into your own assignments. You may share ideas in the Moodle discussion area, but each individual student is responsible for his or her own contribution.*

**Resources**

Readings, videos and case studies will be made available through the Moodle course website..

## Course Schedule

| Date            |       | Topic  | Textbook   |
|-----------------|-------|--|--|
| 2024<br>Week of |       | Monday January 8th, First day of class<br>Monday February 19 <sup>th</sup> , Statutory Holiday (no classes)<br>February 20 <sup>th</sup> thru 23 <sup>rd</sup> , Reading Week<br>Friday March 29 <sup>th</sup> and Monday April 1 <sup>st</sup> , Statutory Holiday (no classes) | Various readings and case studies will be posted on Moodle |
| Jan             | 8     | Introduction to Small and Medium sized Tourism Enterprises   |  |
|                 | 15    | Business models for decision making and the SME<br><b>Seminar proposal due Jan 19<sup>th</sup></b>   |  |
|                 | 22    | Marketing and the SME  |  |
|                 | 29    | Marketing Case Study   |  |
| Feb             | 5     | Management & Operations and the SME<br><b>Case Study #1 due Feb 9<sup>th</sup></b>   |  |
|                 | 12    | Management & Operations Case Study   |  |
|                 | 19    | Reading Week – no classes  |  |
|                 | 26    | <b>Case Study #2 due Feb 26<sup>th</sup></b><br>Growth and the SME   |  |
| Mar             | 4     | Scaling & Growth of a SME  |  |
|                 | 11    | Global Market and the SME<br>Global Market Case Study  |  |
|                 | 18    | Family-Owned SME<br><b>Case Study #3 due March 22<sup>nd</sup></b>   |  |
|                 | 25    | Management Control Systems, Decision Making and the SME  |  |
| Apr             | 1     | Exit Strategies for a SME<br><b>SME Seminar Paper due April 5<sup>th</sup></b>   |  |
|                 | 8     | <b>SME Seminar Presentations – April 9<sup>th</sup></b>  |  |
|                 | 16-25 | Exam Period<br>Final Exam Date TBA   |  |

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.