

**COURSE ENT3010: MANAGING THE VENTURE**

**Level:** Advanced

**Prerequisite:** None

**Description:** Students develop management procedures for a venture.

**Parameters:** No specialized equipment or facilities.

**Supporting Course:** ENT2040: Create the Venture

**Outcomes:** The student will:

- 1. describe management procedures necessary to implement the venture**
  - 1.1 evaluate the objectives and goals of the venture plan
  - 1.2 create an organizational structure to achieve the goals and objectives of the venture
- 2. manage the venture by making decisions**
  - 2.1 create a plan of action to fulfill venture requirements in terms of:
    - 2.1.1 capital
    - 2.1.2 labour
    - 2.1.3 marketing
    - 2.1.4 production/service
  - 2.2 appraise government regulations dealing with:
    - 2.2.1 health; e.g., *Public Health Act*
    - 2.2.2 safety; e.g., *Occupational Health and Safety Act*
    - 2.2.3 compensation
    - 2.2.4 terms and conditions of employment; e.g., *Canada Labour Code, Employment Standards Act*
  - 2.3 describe ethical and unethical business practices
  - 2.4 create and maintain effective internal/external communication functions
- 3. manage the venture by managing human resources**
  - 3.1 describe the necessary components/strategies of:
    - 3.1.1 recruitment
    - 3.1.2 human resource development
  - 3.2 explain the role of the human resources area within business
  - 3.3 explain the characteristics for a supervisor role
  - 3.4 describe the tangible and intangible components of recognition
- 4. manage the venture by managing finances**
  - 4.1 describe source documents including:
    - 4.1.1 sales receipts
    - 4.1.2 cash register records
    - 4.1.3 cheque stubs
  - 4.2 describe accounting functions including:
    - 4.2.1 cash flow
    - 4.2.2 profit and loss
    - 4.2.3 balance sheet

- 4.3 perform banking functions including:
  - 4.3.1 identify banking institutions
  - 4.3.2 properly complete various forms
- 4.4 create a sample payroll
- 4.5 explain the function of accounts receivable and accounts payable in relation to cash flow
- 5. describe procedures to monitor and revise the venture plan**
  - 5.1 evaluate the impact of working conditions on organizational culture
  - 5.2 explain the impact of morale on productivity
  - 5.3 demonstrate dispute resolution strategies
  - 5.4 demonstrate negotiating skills
  - 5.5 propose a system to deal with tardiness and absenteeism
  - 5.6 devise a plan to encourage:
    - 5.6.1 team building
    - 5.6.2 professionalism
  - 5.7 complete a performance appraisal
- 6. describe the monitoring procedure and revisions to the venture plan**
  - 6.1 identify factors in the venture plan that require monitoring including:
    - 6.1.1 cash flow
    - 6.1.2 customer/client satisfaction
    - 6.1.3 human resource effectiveness
    - 6.1.4 supplies and inventory
    - 6.1.5 other factors
  - 6.2 create a time line indicating when and how often each factor will be monitored
  - 6.3 explain external factors that may affect the venture including:
    - 6.3.1 fluctuating economy
    - 6.3.2 fads
    - 6.3.3 seasonal variations
  - 6.4 propose adjustments to remedy inconsistencies
  - 6.5 identify strategies for changing a plan in progress
  - 6.6 describe circumstances when it may be appropriate to downsize or terminate the venture
  - 6.7 devise a plan to address the requirements and responsibilities involved in downsizing or terminating a venture
- 7. demonstrate basic competencies**
  - 7.1 demonstrate fundamental skills to:
    - 7.1.1 communicate
    - 7.1.2 manage information
    - 7.1.3 use numbers
    - 7.1.4 think and solve problems
  - 7.2 demonstrate personal management skills to:
    - 7.2.1 demonstrate positive attitudes and behaviours
    - 7.2.2 be responsible
    - 7.2.3 be adaptable
    - 7.2.4 learn continuously
    - 7.2.5 work safely
  - 7.3 demonstrate teamwork skills to:
    - 7.3.1 work with others
    - 7.3.2 participate in projects and tasks
- 8. create a transitional strategy to accommodate personal changes and build personal values**
  - 8.1 identify short-term and long-term goals
  - 8.2 identify steps to achieve goals

**COURSE ENT3020: EXPANDING THE VENTURE**

**Level:** Advanced

**Prerequisite:** None

**Description:** Students explore and assess the elements of success in expanding a venture.

**Parameters:** No specialized equipment or facilities.

**Outcomes:** The student will:

**1. describe the rationale for expanding a particular venture**

- 1.1 analyze the rationale for expanding a particular venture, taking into consideration:
  - 1.1.1 personal criteria; e.g., values, goals, expertise
  - 1.1.2 economic criteria
  - 1.1.3 financial criteria
  - 1.1.4 social/ethical criteria
  - 1.1.5 personal definition of a successful venture
- 1.2 compare personal philosophy with venture goals
- 1.3 evaluate the options available for expansion including:
  - 1.3.1 vertical or horizontal expansion
  - 1.3.2 diversification

**2. identify the options available and describe an expansion strategy**

- 2.1 identify and appraise the conditions that indicate the possibility for expansion
- 2.2 predict the impact of expansion on the roles within the venture
- 2.3 devise realistic goal expectations for expansion
- 2.4 identify possible directions for expansion
- 2.5 explain the concept of franchising as a means of expanding business
- 2.6 evaluate the benefits and risks
- 2.7 explain the process of establishing franchises

**3. describe a plan to expand a particular venture**

- 3.1 analyze the limitations resulting from the type of venture involved
- 3.2 design a plan for implementing the expansion
- 3.3 devise a strategy to achieve the expansion that includes:
  - 3.3.1 managing
  - 3.3.2 financing
  - 3.3.3 promotion

**4. describe the elements of success in the expanded venture**

- 4.1 identify the social consequences
- 4.2 analyze the degree of success in achieving the financial goals
- 4.3 predict the need for future/continued expansion

**5. demonstrate basic competencies**

- 5.1 demonstrate fundamental skills to:
  - 5.1.1 communicate
  - 5.1.2 manage information
  - 5.1.3 use numbers
  - 5.1.4 think and solve problems

- 5.2 demonstrate personal management skills to:
  - 5.2.1 demonstrate positive attitudes and behaviours
  - 5.2.2 be responsible
  - 5.2.3 be adaptable
  - 5.2.4 learn continuously
  - 5.2.5 work safely
- 5.3 demonstrate teamwork skills to:
  - 5.3.1 work with others
  - 5.3.2 participate in projects and tasks
- 6. create a transitional strategy to accommodate personal changes and build personal values**
  - 6.1 identify short-term and long-term goals
  - 6.2 identify steps to achieve goals

## **COURSE ENT3910: ENT PROJECT D**

**Level:** Advanced

**Prerequisite:** None

**Description:** Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

**Parameters:** Advanced project courses must connect with a minimum of two CTS courses, one of which must be at the advanced level and be in the same occupational area as the project course. The other CTS course(s) must be at least at the intermediate level from any occupational area.

Project courses cannot be connected to other project courses or practicum courses.

**All projects and/or performances, whether teacher- or student-led, must include a course outline or student proposal.**

### **Outcomes:**

The teacher/student will:

- 1. identify the connection between this project course and two or more CTS courses**
  - 1.1 identify the outcome(s) from each identified CTS course that support the project and/or performance deliverables
  - 1.2 explain how these outcomes are being connected to the project and/or performance deliverables
- 2. propose the project and/or performance**
  - 2.1 identify the project and/or performance by:
    - 2.1.1 preparing a plan
    - 2.1.2 clarifying the purposes
    - 2.1.3 defining the deliverables
    - 2.1.4 specifying time lines
    - 2.1.5 explaining terminology, tools and processes
    - 2.1.6 defining resources; e.g., materials, costs, staffing
  - 2.2 identify and comply with all related health and safety standards
  - 2.3 define assessment standards (indicators for success)
  - 2.4 present the proposal and obtain necessary approvals

The student will:

- 3. meet goals as defined within the plan**
  - 3.1 complete the project and/or performance as outlined
  - 3.2 monitor the project and/or performance and make necessary adjustments
  - 3.3 present the project and/or performance, indicating the:
    - 3.3.1 outcomes attained
    - 3.3.2 relationship of outcomes to goals originally set

- 3.4 evaluate the project and/or performance, indicating the:
  - 3.4.1 processes and strategies used
  - 3.4.2 recommendations on how the project and/or performance could have been improved
- 4. demonstrate basic competencies**
  - 4.1 demonstrate fundamental skills to:
    - 4.1.1 communicate
    - 4.1.2 manage information
    - 4.1.3 use numbers
    - 4.1.4 think and solve problems
  - 4.2 demonstrate personal management skills to:
    - 4.2.1 demonstrate positive attitudes and behaviours
    - 4.2.2 be responsible
    - 4.2.3 be adaptable
    - 4.2.4 learn continuously
    - 4.2.5 work safely
  - 4.3 demonstrate teamwork skills to:
    - 4.3.1 work with others
    - 4.3.2 participate in projects and tasks
- 5. create a transitional strategy to accommodate personal changes and build personal values**
  - 5.1 identify short-term and long-term goals
  - 5.2 identify steps to achieve goals

## **COURSE ENT3920: ENT PROJECT E**

**Level:** Advanced

**Prerequisite:** None

**Description:** Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.

**Parameters:** Advanced project courses must connect with a minimum of two CTS courses, one of which must be at the advanced level and be in the same occupational area as the project course. The other CTS course(s) must be at least at the intermediate level from any occupational area.

Project courses cannot be connected to other project courses or practicum courses.

**All projects and/or performances, whether teacher- or student-led, must include a course outline or student proposal.**

### **Outcomes:**

The teacher/student will:

- 1. identify the connection between this project course and two or more CTS courses**
  - 1.1 identify the outcome(s) from each identified CTS course that support the project and/or performance deliverables
  - 1.2 explain how these outcomes are being connected to the project and/or performance deliverables
- 2. propose the project and/or performance**
  - 2.1 identify the project and/or performance by:
    - 2.1.1 preparing a plan
    - 2.1.2 clarifying the purposes
    - 2.1.3 defining the deliverables
    - 2.1.4 specifying time lines
    - 2.1.5 explaining terminology, tools and processes
    - 2.1.6 defining resources; e.g., materials, costs, staffing
  - 2.2 identify and comply with all related health and safety standards
  - 2.3 define assessment standards (indicators for success)
  - 2.4 present the proposal and obtain necessary approvals

The student will:

- 3. meet goals as defined within the plan**
  - 3.1 complete the project and/or performance as outlined
  - 3.2 monitor the project and/or performance and make necessary adjustments
  - 3.3 present the project and/or performance, indicating the:
    - 3.3.1 outcomes attained
    - 3.3.2 relationship of outcomes to goals originally set

- 3.4 evaluate the project and/or performance, indicating the:
  - 3.4.1 processes and strategies used
  - 3.4.2 recommendations on how the project and/or performance could have been improved
- 4. demonstrate basic competencies**
  - 4.1 demonstrate fundamental skills to:
    - 4.1.1 communicate
    - 4.1.2 manage information
    - 4.1.3 use numbers
    - 4.1.4 think and solve problems
  - 4.2 demonstrate personal management skills to:
    - 4.2.1 demonstrate positive attitudes and behaviours
    - 4.2.2 be responsible
    - 4.2.3 be adaptable
    - 4.2.4 learn continuously
    - 4.2.5 work safely
  - 4.3 demonstrate teamwork skills to:
    - 4.3.1 work with others
    - 4.3.2 participate in projects and tasks
- 5. create a transitional strategy to accommodate personal changes and build personal values**
  - 5.1 identify short-term and long-term goals
  - 5.2 identify steps to achieve goals

## **COURSE ENT3950: ENT ADVANCED PRACTICUM**

**Level:** Advanced

**Prerequisite:** None

**Description:** Students apply prior learning and demonstrate the attitudes, skills and knowledge required by an external organization to achieve a credential/credentials or an articulation.

**Parameters:** This practicum course, which may be delivered on- or off-campus, should be accessed only by students continuing to work toward attaining a recognized credential/credentials or an articulation offered by an external organization. This course must be connected to at least one CTS course from the same occupational area and cannot be used in conjunction with any introductory (1XXX) level course. A practicum course cannot be delivered as a stand-alone course, cannot be combined with a CTS project course and cannot be used in conjunction with the Registered Apprenticeship Program or the Green Certificate Program.

**Outcomes:** The student will:

- 1. perform assigned tasks and responsibilities, as required by the organization granting the credential(s) or articulation**
  - 1.1 identify regulations and regulatory bodies related to the credential(s) or articulation
  - 1.2 describe personal roles and responsibilities, including:
    - 1.2.1 key responsibilities
    - 1.2.2 support functions/responsibilities/expectations
    - 1.2.3 code of ethics and/or conduct
  - 1.3 describe personal work responsibilities and categorize them as:
    - 1.3.1 routine tasks; e.g., daily, weekly, monthly, yearly
    - 1.3.2 non-routine tasks; e.g., emergencies
    - 1.3.3 tasks requiring personal judgement
    - 1.3.4 tasks requiring approval of a supervisor
  - 1.4 demonstrate basic employability skills and perform assigned tasks and responsibilities related to the credential(s) or articulation
- 2. analyze personal performance in relation to established standards**
  - 2.1 evaluate application of the attitudes, skills and knowledge developed in related CTS courses
  - 2.2 evaluate standards of performance in terms of:
    - 2.2.1 quality of work
    - 2.2.2 quantity of work
  - 2.3 evaluate adherence to workplace legislation related to health and safety
  - 2.4 evaluate the performance requirements of an individual who is trained, experienced and employed in a related occupation in terms of:
    - 2.4.1 training and certification
    - 2.4.2 interpersonal skills
    - 2.4.3 technical skills
    - 2.4.4 ethics

**3. demonstrate basic competencies**

3.1 demonstrate fundamental skills to:

- 3.1.1 communicate
- 3.1.2 manage information
- 3.1.3 use numbers
- 3.1.4 think and solve problems

3.2 demonstrate personal management skills to:

- 3.2.1 demonstrate positive attitudes and behaviours
- 3.2.2 be responsible
- 3.2.3 be adaptable
- 3.2.4 learn continuously
- 3.2.5 work safely

3.3 demonstrate teamwork skills to:

- 3.3.1 work with others
- 3.3.2 participate in projects and tasks

**4. create a transitional strategy to accommodate personal changes and build personal values**

- 4.1 identify short-term and long-term goals
- 4.2 identify steps to achieve goals