



## **DEPARTMENT OF WELDING, INSTRUMENTATION, AND BEEKEEPING**

### **COURSE OUTLINE – FALL 2014**

#### **BK320: BUSINESS OF BEES – 3(5.5-3-2) 75 HOURS**

**INSTRUCTOR:** Yvonne Peterson      **PHONE:** 780.835.6610  
780.835.6751  
**OFFICE:** PS104A and AS 143      **E-MAIL:** ypeterson@gprc.ab.ca

**OFFICE HOURS:** As posted

#### **PREREQUISITE(S)/COREQUISITE:**

BK200

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

TBA

#### **CALENDAR DESCRIPTION:**

This course provides an overview of sound business practices in the management of an apiary. Topics include basic principles and practices for business start-up, budgeting, financial record keeping, computer fundamentals, information management, and resources for honey operations.

#### **CREDIT/CONTACT HOURS:**

This course consists of 5.5 lecture hours, 3 tutorial hours, and 2 lab hours per week for 7 weeks; total of 75 course hours.

#### **DELIVERY MODES:**

The student's grade will consist of quizzes, assignments, class participation, a project and a final exam.

**OBJECTIVES:**

1. Understand and apply sound business practices in the management of a commercial apiary.
2. Provide a basic knowledge, principles, and practices to establish a successful small business.
3. Understand basic business practices in the day-to-day management of a small business
4. Develop understanding and basic skills for budgeting, record keeping, using spreadsheets and accounting software, and other business software (word, excel, outlook)
5. Knowledge of resources and services available for small agri-business start ups
6. Prepare a budget for various sizes of operations

**GRADING CRITERIA:**

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

## EVALUATIONS:

Class Participation	10%
Quizzes	10%
Assignments	20%
Business Plan	30%
Final Exam	30%

## STUDENT RESPONSIBILITIES:

- Students are expected to be on-time and present to complete this course. Requests to reschedule assignments or assessments will only be granted under extraordinary circumstances.
- Students must follow all safety guidelines and procedures.

## STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

\*\*Note: all Academic and Administrative policies are available on the same page.

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Schedule of topics to be announced in class as per discretion of instructor.

## COURSE CONTENT (subject to change)

1. Overview of bee business
2. Managing a Commercial Beekeeping Operation
  - Annual planning
  - Staffing and Supervision
  - Day to day operations/responsibilities
  - Insurance
3. Financial Management
  - General principles and practices
  - Budgeting and managing cash flow
  - Financial analysis
  - Record Keeping
  - Taxation considerations
4. Introduction to Computer Fundamentals

5. Business Organizations for Beekeepers
6. Business Resources.