

**Stevens Institute of Technology
Wesley J. Howe School of Technology Management**

***Syllabus: BT402 Plan Perfection and Presentation
“Due Diligence” Plan***

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| Semester: Spring, 2011 | Class Schedule: Thursday, 3:00pm – 5:30pm; BC320 |
| Instructor Contact Information: Professor Bernard Skown Babbio Building Room 411 Telephone: 201-216-8223 Fax: 201-216-5385 E-Mail: bskown@stevens.edu | Office Hours: Any time by appointment |

Required Text: None

Course Grading and Deliverables

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| <ul style="list-style-type: none">• 10% Classroom Attendance• 20% Classroom Participation• 70% Due Diligence Plan:<ul style="list-style-type: none">○ 15% - Company/Industry Overview○ 15% - Strategic Assessment and Plan○ 40% - Completed Due Diligence Plan• Deliverables:<ul style="list-style-type: none">○ Company/Industry Analysis: Written Analysis and 15 Minute PowerPoint*○ Strategic Assessment and Plan: Written Overview and 15 Minute PowerPoint** Note: ½ of the class will present at each session○ Final Plan: 30-40+ page written report plus appendices; 15 min. PowerPoint presentation |
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Overview Relationship of Course to Rest of Curriculum

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| <p>This course is the culmination of an unifying spine of integrated courses in Business Planning throughout all four years of the program. During this final semester, the student will perfect and present his/her complete Due Diligence Plan for that company he/she has been following over the past several courses.</p> |
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Overview Relationship of Course to Rest of Curriculum

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Learning Goals

Demonstrate the student's solid knowledge of core business fundamentals and their application to business organizations, including the integration of technology with core business fundamentals.

Other learning skills include:

1. Communicating effectively through written reports and oral presentations.
2. Reinforcing skills in project planning, including leadership, organizing, staffing, directing and controlling the student's project.
3. Reinforcing skills in defining the problem and evaluating solutions for the project, to include taking individual responsibility for the project outcome and your commitments to the team tasks.

Pedagogy

The BT402 Plan Perfection and Presentation course is the culmination of the student's prior seven semesters in which the student brings together each of the separate course learning goals into his/her final consolidated report and presentation.

- Complete the final presentation document
- Review prior information and verify for accuracy
- Perfect presentation skills
- Review and correct areas of weakness
- Opportunity to make presentation to industry and venture leaders
- Demonstrate the student's solid knowledge of core business fundamentals and their application to business organizations, including the integration of technology with core business fundamentals.
- How has market, product, situation changed since the Plan began? What action was taken?

In addition, the course continues emphasizing the development of fundamental lifelong business skills in areas such as teamwork, leadership, and communications.

Student Responsibilities

- Approach class work in a business-like manner (realities of the professional business world). Come to class well prepared and having done homework assignments. Be prepared to participate actively in the classroom discussions.
- Attend all classes. Note that attendance means “on time, not late.” Class absence not tolerated – better have a good reason for missing class.
- For unforeseen developments that may cause a student not to complete a homework assignment, miss a class, or other similar events, the burden of responsibility is upon student to inform the professor as to the reason therefore.
- Computers will be allowed to be turned on in the classroom for the purposes of lecture note-taking only. However, if there become any incidents where this policy is violated, and computers are used for other purposes, the instructor reserves the right to ban the use of computers in the classroom.

Ethical Conduct

Stevens Honor System: Enrollment into the undergraduate class of Stevens signifies a student’s commitment to the Honor System. It is the responsibility of each student to become acquainted with and to uphold the ideals set forth in the Honor System Constitution. All students are reminded that, as a condition of being admitted to Stevens, they will uphold and adhere to the standards of the Stevens Honor System. Specific student responsibilities include:

- Maintaining honesty and fair play in all aspects of academic life at Stevens
- Writing and signing the pledge, in full, on all submitted academic work
- Reporting any suspected violations to an Honor Board member or to the Dean of Undergraduate Academics
- Cooperating with the Honor Board during investigations and hearings

Attachments:

1. Planning Calendar
2. Course Grading Criteria
3. “Due Diligence Plan Outline
4. The Planning Process