



BUSA 1100
Introduction to Management

Hours/Week	3	Total Hours	42	Term:	Fall
					2000
Lecture:	1	Total Weeks:	14	Credits:	3
Lab:	2				
Other:					

Prerequisites	NONE	is a Prerequisite for:	
Course No.	Course Name	Course No.	Course Name

Course Goals

Upon successful completion of this course, students will have:

- An understanding of the key functions of management (planning, organizing, leading and controlling)
- Used a decision-making methodology to solve problems in typical business situations
- Worked in teams to analyze and present business solutions in a group setting
- Developed skills in written and verbal presentations
- Developed skills in working effectively as a member/leader in a team

Course Calendar Description

This course introduces students to the basic concepts of the management process: planning, organizing, leading and controlling. Integrated with the concurrent first term courses and using the case study method, it creates opportunities for the students to develop analytical, problem-solving, teamwork, and communications skills, by analyzing and presenting solutions to typical business problems. Topics covered include: managerial functions, organizational effectiveness, decision-making and an introduction to production, control and strategic planning.

Evaluation

Team Case and Presentation	25%
Study Group Chapter Review Questions	20%
Mid-term Exam	15%
Final Exam	30%
Lab participation and attendance	10%
TOTAL	100%

Course Outcomes and Sub-Outcomes

Upon successful completion of this course, students will be able to:

1. Describe the changing role and functions of management in business
2. Critically evaluate the role of managers in today's business
3. Assess the impacts of alternative management approaches on an organization
4. Analyze and evaluate business situations involving management issues and develop appropriate responses to improve the situation by:
 - Researching and interpreting business situations
 - Applying commonly used models and methodologies for analysis
 - Developing appropriate alternatives and solutions
 - Presenting recommendations and an action plan
5. Apply a decision-making methodology to improve the quality of management decisions
6. Work effectively as a team member
7. Make effective verbal and written presentations

Course Record

Developed by: D. Cleveland, Bus. Admin Date: September 1997
Instructor Name and Department (signature)

Revised by: L Grant, INTT Date: September 2000
Instructor Name and Department (signature)

Instructor Name and Department (signature)

Approved by: Chris Clark Date: _____
Associate Dean Name and Department (signature)



Effective Date

September 2000

Instructor(s)

Laurie Grant

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Office Hrs. Posted

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Text(s) and Equipment

Required:

Management, Canadian Sixth Edition, Stephen P. Robbins, Mary Coulter and Robin Stuart-Kotze
Selected handouts to be distributed in class.

Recommended: none

Course Notes (Policies and Procedures)

As specified in the current BCIT calendar, regular attendance is expected at both labs and lectures and students are responsible for all course material covered. **Students are expected to complete the assigned readings before attending the lecture and to read and think about cases before the lab. You will require your textbook for most labs.** In the labs, students are expected to participate actively through making contributions and sharing insights as well as through asking thought-provoking questions, listening to others and soliciting the input and ideas of classmates. Another way to participate is to clip current business articles from journals or newspapers and note how they relate to the course concepts.

Homework and assignments are to be handed in on the due date at the beginning of the lab.

Students may be required to attend one or two guest lectures outside of normal class hours and will be held responsible for the material covered.

Assignment Details

EXAMS

The formats for the mid term and final exams will be determined by your instructor. They may consist of multiple choice questions, questions that require short, paragraph type responses and/or cases.

Both exams will be based on material covered in the lectures, labs and assigned readings and may include supplemental materials from special presentations and guest speakers. The final exam is comprehensive, based upon the material covered during the entire term.

CHAPTER REVIEW QUESTIONS

A total of 20 chapter review questions will be assigned during the term. These are to be completed by your study group (5 students per group; members self-select). **Completed questions are due in the lab following the week in which they are assigned. Due dates are noted in the course outline.** Answers to the questions will be reviewed by the appropriate lab instructors and marked pass/fail. An answering receiving a "pass" is one point; an answer receiving a "fail" will be given a zero. Under unusual circumstances, the lab instructor may assign partial marks (e.g., ½ point).

CASE ANALYSIS

Case teams (5 members each) will be selected by lab instructors. Each case team is responsible for making a formal presentation of a case, preparing a written analysis of a second case and critiquing the presentation of a third case. During the last 5 weeks of the term, the first hour of each lab will be used for the formal, team presentations of cases. The second hour of these 5 labs will be used to review and reinforce the theories and concepts presented in the case and to discuss their relevance to current management issues and to organizations that students are familiar with.

Each team has two (2) labs without a formal case assignment, but they **are expected to attend and participate.**

Details of the cases, team members and the schedule will be provided by your lab instructor.



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Lecture Schedule

School of: School of Business

Program: International Trade / Transportation Logistics

Option:

BUSA 1100
Introduction to Management

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
	INTRODUCTION			
1. Sept 04	Overview and Management Functions Perspectives on Organizational Effectiveness	Chapter 1 Chapter 2	Ch 1 Q# 4, 5 Ch 2 Q# 8	Lab Wk 2 Lab Wk 2
	DEFINING MANAGERS TERRAIN			
2. Sept 11	Working Effectively in Teams	Chapter 14	Ch 14 Q# 9	Lab Wk 3
3. Sept 18	Role of Leadership Organizational Culture & the Environment	Chapter 3	Ch 3 Q# 3,8,4	Lab Wk 4
4. Sept 25	Current Issues: Globalization, Diversity, Ethics	Chapter 4 and 5	Ch 5 Q# 6	Lab Wk 5
5. Oct 02	Decision Making Models	Chapter 6	Ch 6 Q# 2,6	Lab Wk 6
6. Oct 9	Thanksgiving Creativity/Innovation in Decision Making	Chapter 12 p 424-428	Team Charter	Lab Wk 7
7. Oct 16	Mid Term Exam	Chapter: 1-6 and 14	None	
	PLANNING			
8. Oct 23	Foundations of Planning	Chapter 7	Ch 7 Q# 2, 4	Lab Wk 9
Oct 30	Strategic Management	Chapter 8	Ch. 8, Q#5,#6 CASE 1	Lb Wk 10

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
	ORGANIZING			
10. Nov 06	Organizational Structure & Design	Chapter 10	Ch.10 Q# 5, 8 CASE 2	Lb Wk 11
11. Nov 13	Organizational Change & Development	Chapter 12	Ch. 12 Q# 4, 6 CASE 3	Lb Wk 12
	CONTROLLING			
12. Nov 20	Foundations of Control	Chapter 18	Ch. 18 Q# 3, 4 CASE 4	Lb Wk 13
13. Nov 27	Operations Management	Chapter 19	CASE 5	
THE FINAL EXAMINATION WILL BE SCHEDULED DURING WEEK DECEMBER 4 – 8				

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Lab Schedule

BUS A 1100
Introduction to Management

Week of/ Number	Outcome/Material Covered	Additional Reference/ Reading	Lab Activity
1. Sept 04	Start up and Orientation		Review Course Outline
2. Sept 11	Team Building	Robbins p. various	Self Assessments and team building activities
3. Sept 18	Organizational Culture & Environment	Robbins p. 100/1	Video Case Discussion: Canadians in Mexico Video: Harley Davidson
4. Sept 25	Current Issues - Ethics	Robbins p. 163/4 Robbins p. 165/6	Ethics Questionnaire Ethical Dilemma Exercise
5. Oct 02	Decision Making: Creativity/Innovation		Team Charters; Video - 3M
6. Oct 09	Introduction to Case Method Case Assignments	Handout	Practice Case - TBA Symptoms and Problem Statement
7. Oct 16	Effective Presentations	Handout	Practice Case - Cont'd Analysis and Alternatives
8. Oct 23	Foundations in Planning	Robbins p. 236	Video Case Discussion: Woes of the Software Game
9. Oct 30	Strategic Management	Robbins p.276-7	Presentation #1 Video Case Discussion: The Reichmann Empire
10. Nov 06	Organizational Structure & Design	Handout	Presentation #2 Words in Sentences Game
11. Nov 13	Organizational Change & Development		Presentation #3 Video: Re-engineering.
12. Nov 20	Foundations of Control		Presentation #4
13. Nov 27	Review and Course Evaluations		Presentation #5