



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline **Part B**

School of: School of Business

Program: Human Resource Management and Management Systems

BUSA 1100
Introduction to Management
Effective Date

September 1999

Instructor(s)

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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.



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Lecture Schedule

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BUSA 1100
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Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
INTRODUCTION				
1. Sept 06	Overview and Management Functions Perspectives on Organizational Effectiveness	Canadian Introduction, pgs. xx-xxviii; Chapter 1; and Chapter 2	Ch 1 Q# 3, 5 Ch 2 Q# 8 (All questions found in "Testing... Testing..." section throughout chapter)	Lab Wk 3 Lab Wk 3
DEFINING MANAGERS TERRAIN				
2. Sept 13	Working Effectively in Teams	Chapter 14	Ch 14 Q# 9	Lab Wk 4
3. Sept 20	Role of Leadership Organizational Culture & the Environment	Chapter 3	Ch 3 Q# 3,4,8	Lab Wk 4
4. Sept 27	Current Issues: Globalization, Diversity, Ethics	Chapter 4 and 5	Ch 5 Q# 6	Lab Wk 6
5. Oct 04	Decision Making Models	Chapter 6	Ch 6 Q# 2,4	Lab Wk 6
6. Oct 11	Creativity/Innovation in Decision Making	Chapter 12 Pgs. 303-306	Team Charter	Lab Wk 7
7. Oct 18	Mid Term Exam--Friday, October 22	Chpt: 1-6 and 14	None	
PLANNING				
8. Oct 25	Foundations of Planning	Chapter 7	Ch 7 Q# 1, 5	Lab Wk 10

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
9. Nov 01	Strategic Management	Chapter 8	Ch. 8, Q#3, 4, & 9 CASE 1	Lab Wk 10
ORGANIZING				
10. Nov 08	Organizational Structure & Design	Chapter 10	Ch.10 Q# 5,11 CASE 2	Lab Wk 12
11. Nov 15	Organizational Change & Development	Chapter 12 Pgs. 285-303	Ch. 12 Q# 2,5, & 10 CASE 3	Lab Wk 12
CONTROLLING				
12. Nov 22	Foundations of Control	Chapter 18	Ch. 18 CASE 4	
13. Nov 29	Operations Management	Chapter 19	CASE 5	
THE FINAL EXAMINATION WILL BE SCHEDULED DURING WEEK DECEMBER 6 - 10				

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Lab Schedule

BUS 1100
Introduction to Management

Week of/ Number	Outcome/Material Covered	Additional Reference/ Reading	Lab Activity
1. Sept 06	Start up and Orientation		Review Course Outline
2. Sept 13	Team Building	Robbins p. various	Self Assessments; team building activities; study group formation
3. Sept 20	Organizational Culture & Environment	Robbins p. 74	Case Discussion: SOL Cleaning Services
4. Sept 27	Current Issues - Ethics	Robbins p. 125	Ethics Questionnaire Ethical Dilemma Exercise (handout)
5. Oct 04	Decision Making: Creativity/Innovation		Team Charters; case study team assignments; "story"
6. Oct 11	Introduction to Case Method Case Assignments	Handout	Practice Case - TBA Symptoms and Problem Statement
7. Oct 18	Effective Presentations	Handout	Practice Case - Cont'd Analysis and Alternatives
8. Oct 25	Foundations in Planning	Handout	Video Case Discussion: Woes of the Software Game
9. Nov 01	Strategic Management	Handout	Presentation #1 Video Case Discussion: The Reichmann Empire
10. Nov 08	Organizational Structure & Design	Handout	Presentation #2 Words in Sentences Game
11. Nov 15	Organizational Change & Development		Presentation #3 Video: Re-engineering.
12. Nov 22	Foundations of Control		Presentation #4 Video: Franchising
13. Nov 29	Review and Course Evaluations		Presentation #5