



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline Part A

School of: School of Business

Program: Financial Management

Options:

BUSA 2100 **Introduction to Management**

Hours/Week	3	Total Hours	30	Term:	A
Lecture:	1	Total Weeks:	10	Credits:	3
Lab:	2				

Prerequisites NONE

is a Prerequisite for:

Course No.	Course Name	Course No.	Course Name
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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.
- 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, and introductions to control, planning and strategy.

Evaluation

Team Cases (2 presentations)	30%
Mid-term Exam	20%
Final Exam (includes case)	40%
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, Business Admin Date: September 1997

Revised by: D. Cleveland, Business Admin Date: January 2001

Approved by: Mary Hamm, Program Head Date: _____



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline Part B

School of: School of Business

Program: Financial Management

Options:

BUS A 2100
Introduction to Management

Effective Date

January 2001

Instructor(s)

Debby Cleveland	Office No.:	SE6 - 313	Phone: 412-7422
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Ike Hall	Office No.:	SE6 - 313	Phone: 412-7409
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Text(s) and Equipment

Required: **Organizational Behaviour**, Canadian Edition, Stephen P. Robbins and Nancy Langton, plus supplemental chapters (#1, 3, 5, 7, 8, 17) from **Management**, Canadian 6th Edition, Stephen P. Robbins, Mary Coulter and Robin Stuart-Kotze

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 who miss more than 10% of class time will not be permitted to complete the final examination unless formal arrangements have been made.**

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 presenting critiques of presentations, contributing insights, 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 must pass the individual components of the course in order to receive credit for the grades on group work.

Assignment Details

EXAMS

The mid-term exam will consist of 40 multiple-choice questions, based on the assigned readings and material covered in the lectures.

The final exam will consist of 60 multiple choice questions and 4 questions related to analysis of a case. The multiple-choice questions will be based on the assigned readings and material covered in lectures after the mid-term. The case questions may be comprehensive, drawing on concepts from the entire course. A copy of the case will be distributed to students before the exam.

Students are required to produce photo-identification for admittance to examination halls. Photo I.D. must be placed on the desk while writing the exam, for inspection by invigilators. Students should bring a BCIT OneCard or alternatively two pieces of identification, one of which must be government photo I.D. such as a drivers license. Please see BCIT Policy #5300, Form Invigilation Procedures.

CASE ANALYSIS

Students will select their own case team members (5 members on each team). Each case team is responsible for preparing a team charter, making 2 case presentations of a case and participating in critiques of cases presented by class mates. Details for the case assignment and the schedule for presentations will be provided by your lab instructor in a separate handout.

Students in financial management will also be required to answer questions on a case as part of their final exam. The case will be distributed prior to the exam. Usually this case involves concepts from both management and accounting. A separate report is prepared for your accounting course.

PARTICIPATION

Your grade for participation will be determined by regular attendance, the extent to which you are prepared for labs, your contribution to class discussions and critiques of case presentations and the extent to which you enable others to participate.

Excellent Participation (9 - 10): Attends all labs; consistently participates in class discussions; asks insightful questions; provides valuable feedback during critiques; is considered a team leader by others; helps class and team members understand course concepts; helps others participate effectively.

Satisfactory Participation (6 - 7): Misses no more than 1 lab; prepared and contributes good observations and analysis when called upon; actively participates in critiques; is considered a team player by others; participates in a way that does not dominate or overwhelm others.

Unsatisfactory Participation (0 - 4): Misses 2 or more labs; not prepared when called upon; presents poorly reasoned observations and analysis; minimally involved in critiques; is considered a social loafer by others; blocks or dominates the participation of others.



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Schedule

School of: School of Business

Program: Financial Management

Option:

Introduction to Management

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Lab Activity	
	INTRODUCTION			
1. Jan 1	Overview and Management Functions	MGMT Chpt 1	MGMT P 20 No labs M,T	
	DEFINING MANAGERS TERRAIN			
2. Jan 8	Organizational Change, Current Issues	ORGB Chpt 17	Team Charter Current Issues	
3. Jan 15	Organizational Culture & the Environment (Video - Harley Davidson)	MGMT Chpt 3	Cases 1 & 2	
4. Jan 22	Social Responsibility and Ethics	MGMT Chpt 5	Cases 3 & 4	
5. Jan 29	Mid Term Exam			
	PLANNING			
6. Feb 5	Foundations of Planning	MGMT Chpt 7		
7. Feb 12	Strategic Management (Video - Reichmann Empire)	MGMT Chpt 8	Cases 5 & 6	
	ORGANIZING			
8. Feb 19	Organizational Structure & Design		Cases 7 & 8	
	CONTROLLING			
9. Feb 26	Foundations of Control	MGMT Chpt 17		
	Final Exam - Week of March 5th			