



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 importance of the organization's environment and culture in shaping management practices
 - A basic 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
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Course Calendar Description

This course introduces students to the fundamental 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)	35%
Pop Quiz (2)	10%
Final Exam (includes case)	40%
Lab participation and attendance	15%
TOTAL	100%

Course Outcomes and Sub-Outcomes

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

1. Describe the roles of an organization's environment and culture in shaping management practices
 2. Describe the changing role and functions of management in business
 3. Critically evaluate the role of managers in today's business
 4. Assess the impacts of alternative management approaches on an organization
 5. 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
 - Applying 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
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Course Record

Developed by:	Debby Cleveland, Instructor	Sept. 1997
Revised by:	Debby Cleveland, Instructor	Jan. 2002
Approved by:	Chris Clark, Associate Dean Business Management	Jan. 2002

Instructor(s)

Debby Cleveland	Office No.: SE6 - 313 Office Hrs.: Posted	Phone: 412-7422 Email: dclevela@bcit.ca
Mike Hodges	Office No.: SE6 - 366 Office Hrs.: Posted	Phone: 412-7461 Email: mhodges@bcit.ca
Peter Morgan	Office No.: SE6 - 309 Posted	Phone: 432-8210 Email: pmorgan@bcit.ca

Text(s) and Equipment

Required: **Organizational Behaviour**, Canadian Edition, Stephen P. Robbins and Nancy Langton (Chapters 9 and 12) 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. Attendance will be taken labs each week. **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 – 50%

There is no midterm exam for this course, instead there will be two “pop” quizzes given at a time and date chosen by your lab instructor. Each quiz is worth 5% of your grade for the course and will be approximately 15-20 minutes long. The content of each quiz will be taken from the material covered in the lecture and lab from the previous week.

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. The case questions will draw on several important concepts covered during the course. A copy of the case will be distributed to students approximately one week before the final 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, for Invigilation Procedures.

CASE ANALYSIS – 35%

Students will select their own case team members (4-5 members on each team, depending on class size). Each case team is responsible for preparing a team charter, making 2 case presentations of a case and participating in discussions 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. Each case is worth 17.5% of your grade.

PARTICIPATION – 15%

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 lab activities and by the extent to which you enable others to participate.

Excellent Participation (13 - 15): 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.

Commendable Participation (10-12): Attends all labs; is 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.

Satisfactory Participation (7-9): Misses one lab; makes no visible contribution during discussions; provides very basic answers when called upon; is considered a marginal team player by others, doing the minimum that is required; is not rude or disrespectful to others.

Unsatisfactory Participation (0 -6): 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.

Participation in labs will be graded weekly by your lab instructor using the following scale:

- 1 Did not attend, arrived late and/or participated in a negative manner
- 0 Attended and attentive but did not actively participate
- 1 Attended and made a positive contribution
- 2 Attended, made a significant contribution that showed insight, helped others to understand or contribute

At the end of the term, these weekly marks will be totaled. Students with the highest scores will be allocated an overall grade for "*excellent participation*"; those with the lowest scores will be allocated an overall participation grade of "*unsatisfactory*"; the remaining students will be distributed between "*commendable*" and "*satisfactory*".



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Schedule

Introduction to Management

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Lab Activity
	INTRODUCTION		
1) Jan 1 - 4	Overview and Management Functions	MGMT Chpt 1	No labs except those on Friday, after the lecture
	DEFINING MANAGERS TERRAIN		
2) Jan 7 - 11	Organizational Culture	ORGB Chpt 9 MGMT Chpt 3	Team Charter Video: Harley Davidson
3) Jan 14 - 18	The Environment	MGMT Chpt 3	To be determined
4) Jan 21 - 25	Social Responsibility and Ethics	MGMT Chpt 5	Case 1 & 2
	PLANNING		
5) Jan 28 - Feb 1	Foundations of Planning	MGMT Chpt 7	To be determined
6) Feb 4 - 8	Strategic Management Video - Reichmann Empire	MGMT Chpt 8	Cases 3 & 4
	ORGANIZING		
7) Feb 11 - 15	Organizational Structure & Design	ORGB 12	Cases 5 & 6
	CONTROLLING		
8) Feb 18 - 22	Foundations of Control	MGMT Chpt 17	Cases 7 & 8
9) Feb 25 - Mar 1	Introduction to Operations Management	MGMT Chpt 18	Cases 9 & 10 No labs Wed Feb 27th
10) Mar 4 - 8	Final Exams for Term A courses		No labs this week