



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline **Part A**

School of: School of Business

Program: Financial Management

Option:

BUSA 1100
Introduction to Management

Hours/Week	3	Total Hours	42	Term/Level:	Fall 1998
Lecture:	1	Total Weeks:	14	Credits:	3
Lab:	2				
Other:					

Prerequisites NONE **is a Prerequisite for:** NONE

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 several 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
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Course Calendar Description

This course studies the basic concepts of the management process: planning, organizing, 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: structuring organizations, decision-making and an introduction to production, human resources, controlling, and strategic and tactical 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%

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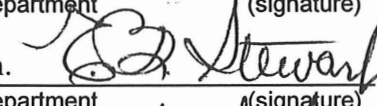


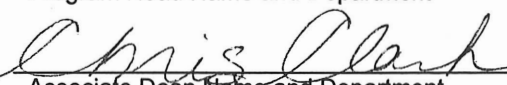
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Course Outcomes and Sub-Outcomes

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:	E. Stewart, Bus. Adm.		Date:	September 3, 1998
	Instructor Name and Department	(signature)		
Revised by:	E. Stewart, Bus. Adm.		Date:	September 3, 1998
	Instructor Name and Department	(signature)		
Revised by:	D. Cleveland, Bus. Adm.		Date:	September 3, 1998
	Instructor Name and Department	(signature)		
Recommended by:	M. Hamm		Date:	September 3, 1998
	M. Hamm, Financial Management	(signature)		
	Program Head Name and Department			
Approved by:	Chris Clark		Start Date:	Sept 8/98
	Associate Dean Name and Department	(signature)		



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Option:

BUSA 1100
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Effective Date

September 1998

Instructor(s)

Mark Frederickson

Office No.: SE6, Room 305 Phone: 451-6782

Office Hrs. As posted

Eileen Stewart

Office No.: SE6, Room 325 Phone: 432-8492

Office Hrs.: 11:30 am-2:00
pm, Monday;
10:30 am-12:30
pm, Tuesday;
11:30 am-1:30
pm, Thursday

Text(s) and Equipment

Required:

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

Recommended:

Course Notes (Policies and Procedures)

As specified in the current BCIT calendar, students are expected to attend both labs and lectures in this course regularly and are responsible for all course material covered whether they have been attending the classes or not. **Students are expected to complete the assigned readings before attending the lecture and to read and think about cases before the lab. You are expected to bring your textbook to all labs.** In the labs, students are expected to participate actively through making contributions, asking questions and sharing insights as well as through asking thought-provoking questions, listening to others and soliciting the input and ideas of classmates.

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. The first such lecture is scheduled for Wednesday, September 23 at 5 p.m.--details are in the Lecture/Lab Schedule.

Assignment Details

EXAMS

Both the mid-term and final exams will consist of questions requiring short-answer, paragraph type responses, similar to those at the end of each chapter in the text. The final exam will cover the entire term and may include a short case. The exam questions will be based primarily on material covered in the lectures and assigned readings and may include supplemental materials from special presentations and guest speakers.

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). **Due dates are noted in the Lab Schedule.** Answers to the questions will be reviewed by the appropriate lab instructors and marked pass/fail. An answer 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 PRESENTATION

During the last 5 weeks of the term, the second lab of each week will be used for the formal, team presentations of cases. Teams (5 members each) will be selected by lab instructors and presentations made on a rotating basis. Each team will make a verbal presentation of one case, hand-in a written presentation of a second case and critique a third case. 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 the lab instructors.



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Lecture Schedule

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Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
1. Sept 8	Introduction to Course, Case Method and Organizational Effectiveness	Case and "Case Analysis" Handout Chapters 1 & 2	Ch. 1, Q 3 & 6 Ch. 2, Q 9	Lab 2 / Week 4
2. Sept 14	Current issues in Management: Role of Leadership; Organizational Culture & the Environment	Chapter 3	Ch. 3, Q 4	Lab 2 / Week 4
3. Sept 21	Team Effectiveness	Chapter 14	Ch. 14, Q 6 & 8	Lab 2/ Week 4
Tidball Leadership Series: WEDNESDAY, SEPTEMBER 23, 1998, 5:00 p.m., Willingdon Conference Centre (Willingdon Church), 4812 Willingdon Avenue. Jeff Mooney, President, A & W Restaurants (Canada) will be speaking on "Strategic Management" Students are expected to attend and will be examined on materials presented				
4. Sept 28	Decision Making Models	Chapter 6	Ch. 6, Q 2 & 3	Lab 2/ Week 8
5. Oct 5	Issues in Decision-making: Ethics, Creativity and Innovation	Chapter 5	Ch. 5, Q 9	Lab 2/ Week 8
6. Oct 12	Foundations of Planning	Chapter 7	Ch. 7, Q 5 & 7	Lab 2/ Week 8
7. OCT 19	MID-TERM EXAM: Friday, October 23	Chapters 1, 2, 3, 5, 6, 7, and 14		
8. Oct 26	Strategic Management	Chapter 8	Ch. 8, Q 1, 3 & 10	Lab 2/ Week 10
9. Nov 2	Organizational Structure & Design	Chapter 10	Ch. 10, Q 8 & 10	Lab 2/ Week 10
10. Nov 9	Organizational Change and Development	Chapter 12	Ch. 12, Q 2, 4 & 5	Lab 2/ Week 13

11. Nov 16	Foundations of Control	Chapter 18	Ch. 18, Q 2	Lab 2/ Week 13
12. Nov 23	Operations Management	Chapter 19	Ch. 19, Q 4	Lab 2/ Week 13
13. Nov 30	Course Summary and Review for Final Examination			
14. FINAL EXAMINATION WILL BE SCHEDULED DURING WEEK DECEMBER 7-11				

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Lab Schedule

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Week of/ Number	Outcome/Material Covered	Lab Activity	Assignment	Due Date
1. Sept 8-11	Orientation and Introductions			
2. Sept 14-18	Managerial Roles Formation of Study Groups	1.Practice case: "Skyfreight Takes Off", pg. 30 2.Study group formation; small group discussion	1.Read case prior to #1 Lab 2. Read Discussions Questions, pg. 64	
3. Sept 21-25	Working as a Team Assignment to Case Teams	1.Self-assessment exercise, pg. 493; small group discussion 2.Case Team formations; practice case of "The Edmonton News"	1.Read Ethical Dilemma, pg. 494; Team Charter 2.Read Edmonton News, pg. 495	
4.Sept 28-Oct 2	Decision Making Models	1.Group decision- making exercise 2.Case study: "Transforming Tata"	1. Read "The Realities of Decision- making,"Pg. 210 2. Questions from Ch. 1, 2 and 14 handed- in 2.Read "Transforming Tata," pg. 209	Lab 2/ Week 4

5. Oct 5-9	Ethics	1. Self-assessment exercise, pg. 163-64; small group discussion of Ethical Dilemma #1 2. Case study: "Hello? Canadian Red Cross?"	1. Read Ethical Dilemma #1, pg. 165 2. Read "Hello? Canadian Red Cross?", pg. 171	
6. Oct 12-16	Foundations of Planning NO LABS ON MONDAY: THANKSGIVING	1. Creative thinking exercise (handout) 2. Small group discussion	2. Read Discussion Questions #3, #4, and #5, pg. 231	
7. Oct 19-23	Organizational structure and planning	1. Small group exercise: "Words & Sentences" (handout) 2. Review for Mid-Term	Review Chapters 1, 2, 5, 6, 7 and 14	
8. Oct 26-30	Presentation Skills and Human Resource Management	1. Presentation tips 2. Small group discussion of Ethical Dilemma	2. Read Ethical Dilemma, pg. 272 Questions from Ch. 5, 6 and 7	Lab 2/ Week 8
9. Nov 2-6	Organizational Culture and Global Environment Case presentation	1. Small group discussion 2. Case Presentation (first rotation)	1. Read Review Questions, pg. 95 and Discussion Questions, pg. 125 Teams 1, 4, 5	 Lab 2

10.Nov 9-13	Organizational Change Case presentation	1.Self-assessment, pg. 430; Ethical Dilemma, pg. 432 2.Case Presentation (second rotation)	Teams 2, 5, 1 Questions from Ch. 3, 4 and 8	Lab 2/ Week 10
11. Nov 16-20	Foundations of Control	1.Small group discussion, Ethical Dilemma 2.Case Presentation (third rotation)	1.Read Ethical Dilemma, pg. 640 2.Teams 3, 1, 2	Lab 2
12. Nov 23-27	Current Issues in Operations Management	1.Small group discussion, "Chapters Yet to be Written" 2.Case Presentation (fourth rotation)	Read "Chapters Yet to be Written," pg. 680-81 Teams 4, 2, 3	Lab 2
13. Nov 30-Dec 4	Course Summary & Review & Course Evaluations Case Presentation	1.Course Evaluation handout 2.Case Presentation (fifth rotation)	Teams 5, 3, 4 Questions from Ch. 12, 18 and 19	Lab 2/ Week 13

ROTATIONS FOR CASE PRESENTATIONS ARE AS FOLLOWS:

First Rotation

November 2-6 Team 1--Verbal Presentation Team 4--Written Presentation Team 5--Critique

Second Rotation

Nov 9-13: Team 2--Verbal Presentation Team 5--Written Presentation Team 1--Critique

Third Rotation

Nov 16-20: Team 3--Verbal Presentation Team 1--Written Presentation Team 2--Critique

Fourth Rotation

Nov 23-27: Team 4--Verbal Presentation Team 2--Written Presentation Team 3--Critique

Fifth Rotation

Nov 30-Dec 4: Team 5--Verbal Presentation Team 3--Written Presentation Team 4--Critique