



JUN 29 1998

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline Part A

School of: Business

Program: Financial Management

**« BUSA 1100
« Introduction to Management**

Hours/Week	3	Total Hours	42	Term/Level	Fall 97
Lecture:	1	Total Weeks:	14	Credits:	3
Lab:	2				
Other:	None				

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 several of the key functions of management (planning, organizing, 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 Description

This is an introductory course in the theory and practice of management. Students will gain an understanding of the basic functions of management (planning, organizing, and controlling) and how they have evolved in today's rapidly changing business environment. The function of leadership is covered in Organizational Behaviour, second term. Students will have the opportunity to become proficient in three key skills that managers must have to be successful: decision-making, working with teams and making presentations.

The "case study method" will be used extensively in the labs, giving students an opportunity to develop their skills in analyzing, deliberating upon, proposing and presenting solutions for a variety of actual business problems.

Evaluation

Mid Term Exam	15%
Final Exam	35%
Team Case and Presentation	25%
Study Group Chapter Review Questions	20%
Lab Participation and Attendance	10%

TOTAL	<u>100%</u>
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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:
 - a) researching and interpreting business situations,
 - b) applying commonly used models and methodologies for analysis,
 - c) developing appropriate alternatives and solutions,
 - d) 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.

Instructor(s)

Debby Cleveland	Office No.:	SE6 - 315	Phone: 451-6774
Eileen Stewart	Office No.:	SE6 - 325	Phone: 451-6785
Murray Sharp	Office No.:	SE6 - 322	Phone: 451-6787

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.

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 attended 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. In the labs, students are expected 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.

In most instances the respective lab instructors will select their own material, exercises, videos, etc. to reinforce the topics covered in the lectures.

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 material 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-selected). Due dates are noted in the Lab Schedule. Answers to the questions will be reviewed by the appropriate lab instructor and marked pass/fail. An answer receiving a "pass" is one point; an answer receiving a "fail" will be given a zero.

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 are 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 group has two labs without a formal case assignment. Details of the cases, team members and the schedule will be provided by the lab instructors.

Course Record

Developed by:

Instructor Name & Department

(signature)

Date:

Revised by:

Debby Cleveland

Instructor Name & Department

(signature)

Date:

September, 1997

Recommended by:

L. Jones, D. S. Adams

Program Head Name & Department

(signature)

Date:

2/10/97

Approved by:

Ann Francis

Associate Dean/Dean Name & Department (signature)

Start Date:

Sept 30/97

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

LECTURE SCHEDULE

School of: «Business

Program: «Financial Management

**«BUSA1100
«Introduction to Management**

Week off/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
1. Sept 5	Introduction to Case Method	Case and Handout	None	
2. Sept 12	Managerial Roles	Chpt 1 (1-29) Chpt 2 (33-51)	Q # 4, 8 Q # 8	Lab 2/ Week 4
3. Sept 19	Evolution and Current Context of Managerial Roles	Chpt 2 (52-64) Chpt 3 (71-96)	Q # 9 Q# 3, 8	Lab 2/ Week 4
4. Sept 26	Decision Making Models	Chpt 6 (173-195)	Q # 2, 5	Lab 2/ Week 9
5. Oct 03	Ethics	Chpt 5 (133-163)	Q # 6	Lab 2/ Week 9
6. Oct 10	Foundations of Planning	Chpt 7 (213-231)	Q # 2, 4	Lab 2/ Week 9
7. Oct 17	MID TERM EXAM			
8. Oct 24	Strategic Management	Chpt 8 (239-259)	Q # 6	Lab 2/ Week 9
9. Oct 31	Organizational Structure	Chpt 10 (317-339)	Q # 5, 8	Lab 2/ Week 14
10. Nov 7	Organizational Change	Chpt 12 (399-417)	Q # 2, 4	Lab 2/ Week 14
11. Nov 14	Human Resource Management	Handout		
12. Nov 21	Foundations of Control	Chpt 18 (617-638)	Q # 4, 5	Lab 2/ Week 14
13. Nov 28	Issues in Operations Management	Chpt 19 (645-674)	Q # 2, 7	Lab 2/ Week 14
14. Dec 05	Course Summary and Review			

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LAB SCHEDULE
DEBBY CLEVELAND

Week of/ Number	Outcome/Material Covered	Lab Activity	Assignment	Due Date
1. Sept 1-5	Orientation and Introductions			
2. Sept 8-12	Managerial Roles	1. Inland Drug 2.	Questions from Chpt. 1, 2, 3	Lab 2/ Week 4
3. Sept 15-19	Working as a Team Formation of Study Groups	1. 2.		
4. Sept 22-26	TBA Assignment to Case Teams	1. 2.		
5. Sept 29- Oct 03	Group Decision Making	1. 2.	Questions from Chpt. 5 and 6	Lab 2/ Week 9
6. Oct 6-10	Creativity and Innovation	1. 2.		
7. Oct 13-17	Ethics and Decision Making No labs Monday – Thanksgiving	1. 2.		
8. Oct 20-24	Strategic Planning	1. 2.	Questions from Chpt. 7 and 8	Lab 2/ Week 9
9. Oct 27-31	Business Plans Presentation Skills	1. Review MidTerm 2.		
10. Nov 3-7	Organizational Structure Case Presentations	1. 2. Case Presentation (first rotation)	Questions from Chpt 10 Teams 1, 4, 5	Lab 2/ Week 14 Lab 2
11. Nov 10-14	Human Resource Management No Lab Nov 11 – Remembrance Day Case Presentation	1. 2. Case Presentation (second rotation)	Questions from Chpt 12 Teams 2, 5, 1	Lab 2/ Week 14 Lab 2
12. Nov 17-21	Foundations of Control Case Presentation	1. 2. Case Presentation	Questions from Chpt. 18	Lab 2/ Week 14

		(third rotation)	Teams 3, 1, 2	Lab 2
13. Nov 24-28	Issues in Operations Management Case Presentation	1. 2. Case Presentation (fourth rotation)	Teams 4, 2, 3	Lab 2
14. Dec 01-05	Course Summary and Review Case Presentation	1. Course Eval 2. Case Presentation (fifth rotation)	Teams 5, 3, 4	Lab 2

ROTATIONS FOR CASE PRESENTATIONS ARE AS FOLLOWS:

First Rotation

Nov 03-07: Team 1 - Verbal Presentation Team 4 - Written Presentation Team 5 – Critique

Second Rotation

Nov 10-14: Team 2 - Verbal Presentation Team 5 - Written Presentation Team 1 - Critique
(These groups may have to schedule around the Remembrance Day Holiday on Tuesday, Nov 11)

Third Rotation

Nov 17-21: Team 3 - Verbal Presentation Team 1- Written Presentation Team 2 - Critique

Fourth Rotation

Nov 24-28: Team 4 - Verbal Presentation Team 2 - Written Presentation Team 3 - Critique

Fifth Rotation

Dec 01-05: Group 5 - Verbal Presentation Team 3 - Written Presentation Team 4 – Critique