



Hours/Week:	3	Total Hours:	40	Term/Level:	Fall / 96
Lecture:	1	Total Weeks:	14	Credits:	3
Lab:	2				
Other:					

Instructor(s)	Rob Dainow and David Horspool
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	Office Hours:	Posted on office door		
David Horspool	Office No:	323	Phone:	451-6780
	Office Hours:	Posted on office door		

Text(s) and Equipment

- Required:
- Management, Canadian Fourth Edition, Stephen P. Robbins and Robin Stuart-Kotze
 - Selected handouts to be distributed in class.
- Recommended:
- Working in Groups, Mary K. Foster, 1995 - Available in the bookstore. Used by the instructors for course preparation.
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Course Description

This is an introductory course in the theory and practice of management. You will gain an understanding of the basic functions of management (planning, organizing, leading and controlling) and how they have evolved in today's rapidly changing business environment. You 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.

Course Goals

Upon successful completion of this course students will have:

- an understanding of the 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.

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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 management in today's organizations.
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. Be an effective team member.
7. Make an effective presentation.

Evaluation

Individual Case Analysis	10	%
• two executive summaries submitted and accepted (5%)		
• one executive summary submitted and graded (5%)		
Team Case Analysis	25	%
• written report (10%)		
• presentation (10%)		
• critique (5%)		
Team Assignments	10	%
Class Contribution	15	%
• mid-term (5%)		
• final (10%)		
Examinations	40	%
• mid-term (15%)		
• final (25%)		

Assignment Details

Individual Case Analysis (10%): Three short cases will be assigned. A framework for case analysis and Executive Summary write up (1-2 pages) will be distributed and discussed in class. You will be required to complete and submit one Executive Summary write up in class and the other two as homework. Executive Summaries are to be submitted at the beginning of the class they are due. Late assignments will not be accepted. Two of the Executive Summary write ups will be evaluated as acceptable (100%) or unacceptable (0%) and the third will be formally evaluated based on the framework for case analysis. You will not know in advance which Executive Summary will be formally evaluated.

Team Case Analysis (25%): There will be five major cases studies assigned. Each will be distributed three weeks prior to its due date. Each team will be responsible for analyzing three cases (a written Case Report (10%), a Class Presentation (10%), and a Critique of another Class Presentation (5%)). Everyone is expected to participate in the class discussion that follows the Presentation and Critique.

Guidelines for completing these activities will be provided in class. The criteria used to evaluate team performance will be provided in advance. Teams will have the opportunity to self-evaluate so that individual marks reflect each person's contribution to team performance.

Team Assignments (10%): Team assignments will be discussed in class.

Class Contribution (15%): Class contribution reflects the constructive contribution you have made to class activities. This evaluation is based on the quality of your discussion **not** just quantity, as well as your attentiveness and behaviour in individual and team discussion. Contribution marks will be given at mid-term (5%) and end of term (10%).

Examinations (40%): There will be a written mid-term exam (15%) and a written final exam (25%). Exam preparation guidelines and exam taking techniques will be discussed in class before the first exam.



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School of Business
Program: Financial Management

Schedule for:
BUSA 1100:
Introduction to Management

LECTURE TOPICS

Date	Topic	Readings from Text
Sept. 6	Introduction and welcome, review of course outline	
Sept. 13	Introduction to Management	pp. 1-9,13-19,27-29,79-85
Sept. 20	Changes in Management Approach	pp. 38-48,57-62,85-93,302-305
Sept. 27	Management Decision Making I	pp. 153-183
Oct. 4	Decision Making II - Ethics, Creativity and Innovation	pp. 123-145,389-398,410-413
Oct. 11	Foundations of Planning	pp. 193-209
Oct. 18	Strategic Management	pp. 215-224
Oct. 25	Midterm Exam	
Nov. 1	Foundations of Organizing	pp. 285-389
Nov. 8	Leadership	pp. 505-512, 528-534
Nov. 15	Managing Change	pp. 399-405
Nov. 22	Foundations of Control	pp. 587-606
Nov. 29	Managing Information	pp. 615-618, 633-636,
Dec. 6	Course Summary	



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LAB TOPICS

Week of:	Outcome/Material Covered	Assignment Due
Sept. 9	Introduction to Team Work - Stages of development, roles of team members, overview of techniques. Review of Team activities, performance and expectations.	
Sept. 16	Team Formation - Overview of tasks and objectives, develop team charter, principles and guidelines	
Sept. 23	Group Decision Making - Introduction to team dynamics, giving and receiving feedback, effective meetings.	Team Charter
Sept. 30	Case Analysis and Preparation Workshop - requirements for presentation and write-up	Executive Summary 1 *
Oct. 7	Presentation Skills Workshop - speaking skills, visual aids, handling questions, etc.	Executive Summary 2 Practice Presentation *
Oct. 14	Group Presentations and Exam taking techniques	Executive Summary 3 Practice Presentation *
Oct. 21	Team Progress Review Meetings	
Oct. 28	Case 1 - Group Presentation, Class discussion, Case debrief	Case 1
Nov. 4	Case 2 - Group Presentation, Class discussion, Case debrief	Case 2
Nov. 11	Case 3 - Group Presentation, Class discussion, Case debrief	Case 3
Nov. 18	Case 4 - Group Presentation, Class discussion, Case debrief	Case 4
Nov. 25	Case 5 - Group Presentation, Class discussion, Case debrief	Case 5
Dec. 2	Final Exam review (if required)	

These assignments will be completed during lab time.