



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline Part A

School of Business

Program: Operations Management

Option: OPMT 1A, 1B; TDMT 1A; INTR 1A

BUSA 1100
Management

Hours/Week:	3	Total Hours:	45	Term/Level:	1
Lecture:	1	Total Weeks:	15	Credits:	3.0
Lab:	2				
Other:					

Prerequisites

Course No.	Course Name
None.	None.

is a Prerequisite for:

Course No.	Course Name
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Course Goals

(Please refer to Course Outcomes)

Course Description

This course is designed to develop the "hands on" approach to the management skills which are critical to the successful operation of any business or non-profit organization, with particular emphasis on the entrepreneurial management style which develops adaptive skill sets in small and medium sized organizations.

Selected articles and discussion theory will be presented with real world application through real life case studies and small group discussions.

Evaluation

Final Examination	30%
Mid-Term	25%
Projects	25%
Teamwork Skills/Participation	20%
TOTAL	100%

Course Outcomes and Sub-Outcomes

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

- Understand and apply the fundamentals of management to practical business situations.
 - Develop an ability to apply decision theory to real life situations via case studies and other readings.
 - Prepare and present oral/written analyses of relevant case studies.
 - Develop an understanding of the teamwork process and its application to group decision making.
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Course Record

Developed by:



Instructor Name and Department (signature)

Date:

August, 1995

Revised by:

Instructor Name and Department (signature)

Date:

Approved by:

Associate Dean / Program Head (signature)

Start Date:



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School of Business

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Course Outline **Part B**

BUSA 1100
Management

Effective Date

Instructor(s)

Christopher J. Gadsby

Office No.: SE6-327

Phone: 451-6784

Office Hrs.: By appointment

Text(s) and Equipment

Required:

Certo, Applebaum, Shapiro. *Modern Management in Canada*, 4th Edition.

Recommended:

Suggested readings:

- Globe & Mail Report on Business
- Financial Post
- Fortune
- BC Business

Course Notes (Policies and Procedures)

Attendance requirements will be enforced as per the BCIT policy of the Calendar. Excessive absence will be deemed to be missing for more than **2 labs** for reasons within the student's control. Attendance will only be recorded at the beginning of a lab session. Upon notification of excessive absence and failure to provide adequate explanation, **the student will be disqualified from writing the final examination**. Students, upon application to the instructor, may be excused for illness (verification from a physician required when requested) or other valid excuses.

Students are expected to attend classes in this course regularly, and are responsible for all course material covered whether they have attended the classes or not. When arriving at a lab session in which a case study is scheduled,

each student is expected to arrive in class with the case study or other assigned material not just "read", but also fully prepared, ready to participate in a class or small group discussion. For some classes, students (in groups) will be required to prepare and present formal presentations of their case analysis to the rest of the class and the instructor.

Students who do not achieve a passing grade on examinations (individual evaluations, i.e., combination of mid-term and final) will not be credited with marks obtained from group assignments.

Late lab assignments will not be accepted after the instructor has returned the assignment to any set. The penalty for a late assignment is 20% per calendar day after the due date. Only those students whose name appears on the assignment will receive credit for that assignment.

Form for Management Labs

Students in each set will be assigned by the instructor to one of five groups. The objective of this is to simulate a working environment where individuals have to work with others to accomplish a task assigned by their supervisor. This will allow students to experience how others react to their behavior and they can evaluate the behavior of others in a group situation. **Best results will be accomplished by groups that work well together and where all members are willing to participate.** Access to a computer will be essential for each group.

Normally, students will be assigned a case or problems or exercise to work on. The instructor will introduce the case and, time permitting, allow time to work on the case in groups.

Assignment Details

To be announced.



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Schedule

BUSA 1100
Management

Week of/ Number	Outcome/Material Covered	Reference/Reading	Teamwork Activities
1	Introduction to Business	BC Economic Statistics	Introduction
2	Approaches to Managing Definition of a Business	Chapters 1 and 2 Case: Brewster (Seaview Handout)	Structures and Processes for Effective Team Functioning
3	Planning in the 90s <ul style="list-style-type: none">• Global Environment• Fundamentals of Planning	Chapters 4 and 5 Case: Bank of Montreal, p. 158 Reading: What's Business without a Blueprint?	Establishing Purposes Goals for Teams
4	Types of Planning <ul style="list-style-type: none">• Strategic• Tactical• Other	Chapter 7 Case: Carnival Cruises, p. 222 (Video)	Team Ground Rules
5	Plans and Planning Tools	Chapter 8 Case: Canadian Governments, p. 251	Team Ground Rules
6	Decision Making	Chapter 6 Case: Lee Valley Tools (Handout)	Personal Skills Needed for Team Success
7	Mid-Term <ul style="list-style-type: none">• Review	Exam — To be announced	

Week of/ Number	Outcome/Material Covered	Reference/Reading	Teamwork Activities
8	Information Systems <ul style="list-style-type: none"> • Definition • Application 	Chapter 19 <ul style="list-style-type: none"> • Definition • Application Case: To be announced	Team Role Assignments
9	Management Decision Support Systems <ul style="list-style-type: none"> • Computer End User Technology <ul style="list-style-type: none"> ▸ Some Basics ▸ Applications and Examples 	<ul style="list-style-type: none"> • Exercise, Readings Case: M3i Systems Inc.; p. 626	Basic Elements of Team Activity
10	Organizational Change and Stress <ul style="list-style-type: none"> • Restructuring, Implications 	Chapter 12 Case: CIBC, p. 379	Team Decision Making
11	Human Resource Management <ul style="list-style-type: none"> • Principles • Ethics 	Chapters 11 and 16 Case: Software Services (Handout)	Developing Positive Co-Operative Working Relationships
12	<ul style="list-style-type: none"> • Principles of Controlling • Types of Controls 	Chapters 17 and 18 Case: Camco, p. 592 Readings: Key Financial Control Ratios	Communication Issues
13	<ul style="list-style-type: none"> • International Management <ul style="list-style-type: none"> ▸ Contemporary Developments ▸ Ethical Considerations 	Chapter 20 Case: M3i Systems Inc., p. 626 Readings: Mexico-New Era Networking Japanese Style	Leadership Evaluation of Team Effectiveness
14	Review and Final Exam	To be announced	Review
* Changes to this outline may be made as required.			