BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE OUTLINE

COURSE NAME _____ *Management* _____

COURSE NUMBER ___ *BUSA 1100* ___	DATE _____ *Fall 1994* _____
Prepared by ____ *L. Jones* ____	Taught to ___ *First* ___ Year
School ____ *Business* ____	School ____ *Business* ____
Program ___ *Management Systems* ___	Program ___ *Marketing* ___
Date Prepared ___ *August 1994* ___	Option _____ *20s* _____

Term ____ *1* ____ Hrs/Wk ____ *3* ____ Credits ____ *3* ____

No. of Weeks _____ *14* _____ Total Hours _____ *42* _____

Instructor(s) _*L. Jones/T. Juzkow*_ Office _*IBM 303/IBM 305*_ Local __*451-6747/451-6782*_

Office Hours ____ *To be announced* _____

COURSE OBJECTIVES

After completing this course, students can expect to have an overall insight and appreciation of management as practiced in the modern content. Major functions will be explored and practiced: planning, directing, coordinating, controlling.

Students will have a firm foundation on learning to work in groups, solving typical problems, managing change, planning and measuring performance.

EVALUATION

Final Examination	40%
Mid-Term	25%
Projects	25%
Critique	10%

Attendance requirements will be enforced as per the BCIT policy on page 10 of the Calendar. Excessive absence will be deemed to be missing more than **2 labs** for reasons within the students control. Upon notification of excessive absence and failure to provide adequate explanation, the student will be disqualified from writing the final examination.

REQUIRED TEXT(S) AND EQUIPMENT

Management, First Canadian Edition (1992) by R.L. Daft, P.A. Fitzgerald.

REFERENCE TEXTS AND RECOMMENDED EQUIPMENT

COURSE SUMMARY

Students will learn how to work effectively on teams, deal with change, manage conflict, solve typical management problems, measure performance.

Lecture Topic	Lab	Assignment
1. Introduction Functions of Management Management of Time	Structure Building	Chapters 1 & 2
2. Lakein's Time Concepts	Tom Coronado Case	
3. Evolution of Structure Steep - Flat - Teams Conflict Grid	Style Assessment Individual vs. Group Effectiveness	Chapter 7
4. Force Field Analysis The Game Roles AMOL Model	Change of Work Procedures UGLI Orange Case Social Responsibility	Chapters 3, 6, 14
5. Success Stories Types of Managers Type A, Type B	**Reading Critiques**	Chapter 8
6. **Mid-Term Examination**	Project Assignment Problem Solving - "Holly Whyte Case Study"	Chapter 7
7. Guest Speaker	Process of Negotiations Coalition Bargaining	
8. Flow Charts	Exercises	Chapter 10
9. Managing the Diverse Workforce Cases	"Success Stories"	Chapter 4
10. Managing Change Teams	BCIT Application	Chapter 11 & 16
11. Job Design Human Rights Legislation Equity Employment	Planning Change	Chapter 12
12. Guest Speaker	**Project Discussion**	
13. Job Evaluation	Job Evaluation Model Application	
14. Changes to Labor Standards Act Performance Appraisal	Jamie's Software Rental	