



POLYTECHNIC INSTITUTION

Course Outline

School of: Business
Program: Business Administration
Option: Food Technology

Course Number BUSA 1102
Course Name: Management for the Food Technologies

Start Date:	March 20, 2006	End Date:	May 22, 2006								
Total Hours:	40	Total Weeks:	10	Term/Level:	4	Course Credits:	2.5				
Hours/Week:	4	Lecture:	2	Lab:	2	Shop:		Seminar:		Other:	

Prerequisites: N/A

Course No. Course Name

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■ Course Description (required)

BUSA 1102 focuses on the application and integration of various business tools models for the student to enter a related business, either as a specialist, supervisor, manager or business entrepreneur.

■ Detailed Course Description (Optional)

The course involves applying behavioural models to help individuals and organizations manage and adapt to a changing business environment as well as improving their human development, leadership skills, productivity and effectiveness. Students will be making formal presentation on relevant course concepts during the term.

■ Evaluation

Midterm	30 %	Comments:
Presentations	15 %	
Final	40 %	
Class Participation	15 %	
TOTAL	100 %	

■ Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

BUSA 1102 is intended to be of value to students who will work as managers, administrators, supervisors, team leaders and specialists in food industry. Upon completion the course, the student will be able to


- Apply various management tools in the solving of people issues
- Choose the most appropriate conflict styles in resolving personnel issues.
- The most useful tactics in motivating people in organizations to change behaviours.
- Negotiate difficult personnel differences
- Contribute effectively as team members
- Apply Performance standards

- Think critically in solving organizational and personnel issues
- Understand the legalities of various types or business organizations

■ **Verification**

I verify that the content of this course outline is current.

Dr. Mark Giltrow


Authoring Instructor

March 5 2006

Date

I verify that this course outline has been reviewed.

Program Head/Chief Instructor

Date

I verify that this course outline complies with BCIT policy.


Dean/Associate Dean

March 20/2006

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

▲ **Instructor(s):** X

Mark Giltrow	Office Location:	SE6 310	Office Phone:	604 456- 8173
	Office Hours:	As posted	e-Mail Address:	Mark_Giltrow@bcit.ca

■ **Learning Resources**

Required:

Robbins, DeCenzo, et al., *Fundamentals of Management*, 4th Canadian Edition, Pearson Prentice Hall

Recommended:

N/A

■ **Information for Students**

(Information below can be adapted and supplemented as necessary)

The following statements are in accordance with the BCIT Student Regulations Policy 5002. To review the full policy, please refer to: <http://www.bcit.ca/~presoff/5002.pdf>.

Attendance/Illness:

In case of illness or other unavoidable cause of absence, the student must communicate as soon as possible with his/her instructor or Program Head or Chief Instructor, indicating the reason for the absence. Prolonged illness of three or more consecutive days must have a BCIT medical certificate sent to the department. Excessive absence may result in failure or immediate withdrawal from the course or program.

Academic Misconduct:

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances are prohibited and will be handled in accordance with the 'Violations of Standards of Conduct' section of Policy 5002.

Attempts:

Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from their respective program.

Accommodation:

Any student who may require accommodation from BCIT because of a physical or mental disability should refer to BCIT's Policy on Accommodation for Students with Disabilities (Policy #4501), and contact BCIT's Disability Resource Centre (SW1-2300, 604-451-6963) at the earliest possible time. Requests for accommodation must be made to the Disability Resource Centre, and should not be made to a course instructor or Program area.

Any student who needs special assistance in the event of a medical emergency or building evacuation (either because of a disability or for any other reason) should also promptly inform their course instructor(s) and the Disability Resource Centre of their personal circumstances

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment
	<i>DEFINING MANAGERS TERRAIN</i>		
March 20	Course Introduction	<i>Robbins Ch. 1</i>	
March 27	Ethics and corporate social responsibility	<i>Robbins Ch. 2</i>	
April 3	Communication and Interpersonal Skills	<i>Robbins Ch. 3</i>	
	<i>PLANNING/ORGANIZING</i>		
April 10	Planning	<i>Robbins Ch 5</i>	
April 17	Organizational Structure & Design	<i>Robbins Ch 6</i>	<i>Midterm</i>
	<i>LEADING/MANAGING CHANGE</i>		
April 24	Motivating and Rewarding Employees	<i>Robbins Ch 10</i>	
May 1	Leadership and Trust	<i>Robbins Ch 11</i>	
May 8	Understanding Work Teams	<i>Robbins Ch 12</i>	
May 15	Managing Change and Innovation	<i>Robbins Ch 13</i>	
May 22	Final Exam		<i>Final Exam</i>