



A POLYTECHNIC INSTITUTION

School of Business

Program: Business Administration

Option: Marketing

BUSA2100
Principles of Management**Start Date:** January 05**End Date:** March 05**Total Hours:** 30 **Total Weeks:** 10**Term/Level:** 2 **Course Credits:** 2**Hours/Week:** 3 **Lecture:** 1 **Lab:** 2**Shop:** **Seminar:** **Other:****Prerequisites****BUSA2100 is a Prerequisite for:****Course No. Course Name****Course No. Course Name****■ Course Description (required)**

A study of the basic concepts of the management process: planning, organizing, staffing, directing and controlling. Integrated with the concurrent first-term courses and using the case study method, it creates opportunities for the students to develop analytical, problem solving, teamwork, and communications skills, by analyzing and presenting solutions to typical business problems. Topics covered include: structuring organizations, decision-making and an introduction to production, human resources, controlling, and strategic and tactical planning.

■ Evaluation

Evaluation: <i>Policy:</i> To be given credit for the group assignment, students must average at least 50% on quizzes and final exam.		
Final Exam	35	Individual component
Management Project	40	Group work
Quizzes	15	Individual component
Lab participation	10	Individual component
Total	100	

■ Course Learning Outcomes/Competencies

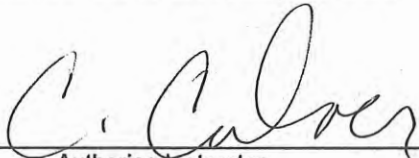
Upon successful completion, the learner will:

- Be able to read material in general business publications and relate the content to key management functions and concepts.
- Understand how the key concepts (below) influence management practices in organizations.
- Know the meaning of key terms that are commonly used in management.
- Key concepts that will be covered include:
 - Organizational structure
 - Organizational effectiveness (triple bottom line and balanced scorecard measures)
 - Skills and abilities necessary to be an effective manager
 - Corporate social responsibility and the "triple bottom line"
 - Organizational culture and environment
 - Management functions of planning (planning and strategy), organizing (structure and HR), and control (foundations and operations mgmt)

■ **Verification**

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

Charlotte Culver

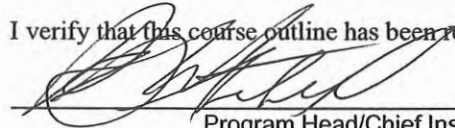


Authoring Instructor

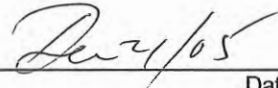
December 2005

Date

I verify that this course outline has been reviewed.

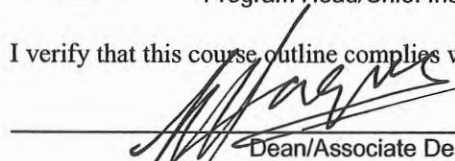


Program Head/Chief Instructor

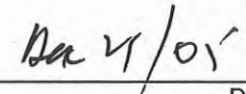


Date

I verify that this course outline complies with BCIT policy.



Dean/Associate Dean



Date

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

■ Instructor(s)

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Mark Giltrow	Office Location:	SE6 310	Office Phone:	604-456-8173
	Office Hrs.:	As posted	E-mail Address:	mgiltrow@bcit.ca

■ Learning Resources

Required:

S. Mc Shane, *Canadian Organizational Behaviour*, 5th Edition, McGraw Hill Ryerson

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

■ 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>.

Assignments: Late assignments will be penalized 10 percent for each day past the due date.

Makeup Tests, Exams or Quizzes: There will be no makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for documented medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor immediately.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each lab. Students not present at that time will be recorded as absent.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects or exams. At the discretion of the instructor, you may complete the work missed or have the work prorated.

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.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

■ Assignment Details

FINAL EXAM – (35%)

The final exam will consist of multiple choice questions and/or written answer questions. It will cover all material covered in the labs and lectures from the beginning of the course to the date of the exam. The final exam will also include specific questions related to the management project.

MANAGEMENT PROJECT-- (40%)

Please see the separate handout for the details of the Management project.

This is a team project (3 teams per set). The teams will select two organizations they will study during the term. The organizations must be recognized as one of Canada's well managed companies. It should be "in the news" and/or there should be considerable information about the organizations in the public domain. Selection of organizations must be approved by your lab instructor. Each team will prepare a written report that describes and analyzes the organization based on key topics from the course. There are two due dates for the major sections of the report (at weeks 5 and 9 respectively).

QUIZZES – (15%)

Three in lab quizzes will be given. These will consist of multiple choice questions.

PARTICIPATION – (10%)

Your grade for participation will be determined by regular attendance, the extent to which you are prepared for class, your contribution to class discussions and the extent to which you enable others to participate. *As a component of participation, each student will be required to discuss a current business article with the class. Other individual assignments may be given.*

Your ability to demonstrate appropriate workplace behaviours including attendance, participation, and self-management in various school settings, both individually and in teams will be taken into consideration.

Excellent participation (8-10%) is defined as a student attending all labs, consistently participating and moving ahead in class discussions. Volunteering high quality analysis and insights or applications of course content. Assisting other class members in development and understanding of course objectives. Helping others participate effectively. Being punctual and attentive.

Satisfactory participation (6-7%) is defined as a student missing no more than one lab, being prepared with good observations and analysis when called upon. Understanding assigned readings and being able to explain the concepts put forth in the text. Participating in a manner that is not dominating or overwhelming of others. Not distracting others.

Unsatisfactory participation (0-5%) is defined as not being prepared when called upon, missing classes, presenting poorly reasoned observations and analysis, being "off task" in lab activities, not contributing to large class discussions or small group activities, dominating class or small group discussions, talking with other classmates at inappropriate times, etc.

Schedule BUSA 2100–Principles of Management

Wk #	Week of	LECTURE TOPIC	Reading/Text & Chapter	DELIVERABLES DUE
		DEFINING MANAGERS TERRAIN		
1	Jan. 4 – 6	Course Introduction	Robbins Ch 1	
2	Jan. 9 – 13	Organizational Culture and the Environment	McShane Ch 16 supplement	
3	Jan. 16 – 21	Ethics and corporate social responsibility	Robbins Ch. 2	<i>Quiz covering chapters 1,16, supplement,2</i>
		PLANNING		
4	Jan. 23 – 27	Planning	Robbins Ch 3	<i>Management Projects – Part 1 Due By 4:30 Jan. 27/05</i>
5	Jan. 30 – Feb. 3	Strategy	supplement	<i>Discussion of Management Projects</i>
		ORGANIZING		
6	Feb. 6 – 10	Organizational Structure & Design	Robbins Ch 5	<i>Quiz covering chapters 3,supplement,5</i>
7	Feb. 13 – 17	Human Resource Management	Robbins Ch 6	
		CONTROLLING		
8	Feb. 20 – 24	Foundations of Control	Robbins Ch 13	<i>Quiz covering chapters 6,13</i>
9	Feb. 27 – Mar 3	Operations Management	Robbins Ch 14	<i>Management Projects – Part 2 Due By 4:30 Mar. 3/05</i>
10	Mar. 6 – 10	Final Exam		

*This schedule is subject to change at the discretion of the instructor.