



A POLYTECHNIC INSTITUTION
 School of Business
 Program: Business Administration
 Option: HRMG, ITMG, IMST

BUSA2100
Principles of Management

Start Date: January 2005 **End Date:** March 2005
Total Hours: 30 **Total Weeks:** 10 **Term/Level:** 2 **Course Credits:** 2
Hours/Week: 3 **Lecture:** 1 **Lab:** 2 **Shop:** **Seminar:** **Other:**

Prerequisites

Course No. Course Name

BUSA2100 is a Prerequisite for:

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 assignments, students must average at least 50% on the individual components of the evaluation.		
Final Exam	35	Individual component
Management Project	40	Group work
Lab Participation	25	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 environment influences management practices in organizations.
- Know the meaning of key terms that are commonly used in management.
- Have the ability to apply several management theories to analyze business problems and opportunities.
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- Key concepts that will be covered include:
 - Corporate and 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)

■ Instructor(s)

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■ Learning Resources

Required:

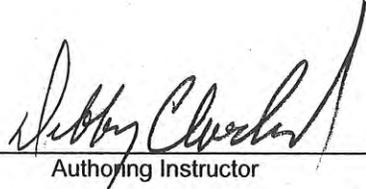
S. Mc Shane, Canadian Organizational Behaviour, 5th Edition, McGraw Hill Ryerson

Robbins, DeCenzo, et al., Fundamentals of Management, 4th Canadian Edition, Pearson Prentice Hall
NB: This will be accompanied by Chapter 2 from Robbins, Coulter, et al., Management, 8th Canadian Edition, McGraw Hill Ryerson .

■ Verification

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

Debby Cleveland



Authoring Instructor

December 2005

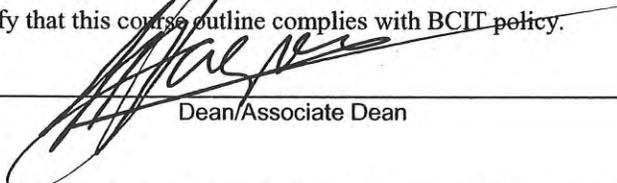
Date

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

Dec 21 / 2005
Date

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

■ Information for Students

NB: In order to receive credit for the group assignments, students must receive an average passing grade on the individual components of the course (the exam and lab work).

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-- (30%)

This is a team project and all team members will receive the same grade. In consultation with your lab instructor, each team will select an organization that they will study during the term. The organization 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 organization that is 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).

You will be provided with a separate handout that describes this project in more detail.

LAB ASSIGNMENTS AND CONTRIBUTION – (25%)

Students will select articles from the business press to be discussed and analyzed in class. For each article there will be some individual work to be done prior to the lab and some team work that will be done during the lab. The lab instructor may also select articles from the business press and/or business cases to discuss and analyze in class.

Your grade will be based on the appropriateness of the articles you select, the quality of the individual pre-work you do and on the quality of your contribution to the discussion and analysis of the articles and cases.

Excellent (20-25 %) Always prepared for class, attends regularly, asks thoughtful questions, makes meaningful contributions to group discussions, shares insights and enables others to participate. Case worksheets are complete, thorough and handed in on time.

Satisfactory (15-19%) Prepared for class, attends regularly and contributes to group discussions; participates in a manner that is respectful of others. Case worksheets are complete and handed in on time.

Unsatisfactory (0-14%) Unprepared on more than one occasion, absent from one or more labs, rarely contributes to team discussions, is "off task" in lab activities, dominates discussions, not respectful of others.

You will be provided with a separate handout that describes this project in more detail.

Schedule BUSA 2100–Principles of Management

Wk #	Week of	LECTURE TOPIC	Reading/Text & Chapter	Activities & Assignments
		DEFINING MANAGERS TERRAIN		
1	Jan. 2 – 6	Course Introduction- (<i>Managerial functions and skills; corporate structure; organizational effectiveness</i>)	Robbins Ch 1	This material will be covered in labs “Union yes vote saves Port Alice Mill”
2	Jan. 9 – 13	Organizational Culture & The Environment	McShane Ch 16 Plus supplement from Robbins	Case: Manulife Financial. The case must be read before the lab
3	Jan. 16 – 20	Ethics & Corporate Social Responsibility	Robbins Ch 2	Case: Jumbo Glacier (CSR) Article 1 – Ethics & CSR
		PLANNING		
4	Jan. 23 – 27	Planning	Robbins Ch 3	Worksheets & Analysis for Article 1 <i>Management Projects – Part 1 Due By 4:30 Jan. 27/05</i>
5	Jan. 30 – Feb. 3	Strategy		Case: Brain Dead 13 (Planning) The case must be read before the lab Article 2 – Business Strategy
		ORGANIZING		
6	Feb. 6 – 10	Organizational Structure & Design	Robbins Ch 5	Worksheets & Analysis for Article 2 Article 3 – Human Resource Management
7	Feb. 13 – 17	Human Resource Management	Robbins Ch 6	Worksheets & Analysis for Article 3
		CONTROLLING		
8	Feb. 20 – 24	Foundations of Control	Robbins Ch 13	TBA
9	Feb. 27 – Mar 3	Operations Management	Robbins Ch 14	Discussion of Management Projects <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. Your lab instructor may select different activities.