

COURSE OUTLINE

COURSE NAME MANAGEMENT

COURSE NUMBER BUS A 1100 DATE September, 1994

Prepared by Christopher J. Gadsby Taught to First Year

School Business School Business

Program Operations Management Program Operations Management

Date Prepared July, 1994 Option _____

Term 1 Hrs/Wk 3 Credits 3

No. of Weeks _____ Total Hours _____

Instructor(s) Christopher J. Gadsby Office SE6 327 Local 451-6784
Tony Juzkow
 Office Hours As Posted

PREREQUISITES**COURSE OBJECTIVES**

(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.

EVALUATION

Final Examination	<u>30</u>	%
Mid-Term	<u>25</u>	%
Projects	<u>25</u>	%
Teamwork Skills/Participation	<u>20</u>	%

REQUIRED TEXT(S) AND EQUIPMENT

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

REFERENCE TEXTS AND RECOMMENDED EQUIPMENT

Suggested readings:

- Globe & Mail Report on Business
- Financial Post
- Fortune
- B.C. Business

COURSE SUMMARY

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.

COURSE OUTLINE
(continued)

Week Lecture or Lab Number	Material Covered	Academic References	Teamwork Activities
1	Introduction To Business	B.C. Economic Statistics (Handout)	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 90's <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	
8	Information Systems <ul style="list-style-type: none"> • Definition • Application 	CH19 <ul style="list-style-type: none"> • Definition • Application Case: To be announced	Team Role Assignments

COURSE OUTLINE
(continued)

Week Lecture or Lab Number	Material Covered	Academic References	Teamwork Activities
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: M3; p. 626	Basic Elements of Team Activity
10	Organizational Change and Stress <ul style="list-style-type: none"> • Restructuring, Implications 	Chapter 12 Case: C.I.B.C., p. 379	Team Decision Making
11	Human Resources 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 Reading: 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.			