BCIT®

A POLYTECHNIC INSTITUTION

School of Business
Program: Business Administration
Option: Business Management, Human Resource
Management, and Information Technology Management

BUSA2100
Principles of Management

Start Date:	January 3, 2007				**End Date:**	March 9, 2007		
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**
ORGB 1100	Organizational Behaviour		

■ 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:		
Policy: **To be given credit for the group assignment, students must average at least 50% on quiz and final exam.**		
Final Exam	35%	Individual component
Management Project	40%	Group work
Quiz	5%	Individual component
Lab assignments	20%	Individual component
Total	100%	

■ Course Learning Outcomes/Competencies

Upon successful completion, the learner will:

- Be able to relate the course content to business publications.
- 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:
    i. Organizational structure
    ii. Organizational effectiveness (triple bottom line and balanced scorecard measures)
    iii. Skills and abilities necessary to be an effective manager
    iv. Corporate social responsibility and the "triple bottom line"
    v. Organizational culture and environment
    vi. Management functions of planning (planning and strategy), organizing (structure and HR), and control (foundations)

■ Verification

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

Eileen Stewart   December 2006

_____   _____
Authoring Instructor   Date

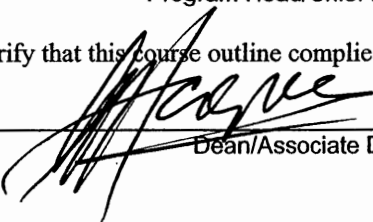I verify that this course outline has been reviewed.

_____   _____
Program Head/Chief Instructor   Date

I verify that this course outline complies with BCIT policy.

_____   Jan 03/07
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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■ Learning Resources

Required:

Robbins, Coulter, Langton, *Management*, 8th Canadian Edition, Pearson Prentice Hall ISBN 0-13-127455-4

■ 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. *Students missing more than 10% of classes (lectures and labs) may be prohibited from writing the final exam.*

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. 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 4 and 9 respectively). The project includes a requirement that team members evaluate each others' contribution.

QUIZ – (5%)

One in-lab quiz will be given. This will consist of multiple choice questions.

ASSIGNMENTS – (20%)

Students are responsible for a number of assignments to be given during the term.

Schedule BUSA 2100–Principles of Management

Wk #	Week of	Lecture Topic	Reading/Text & Chapter	Deliverables Due
		DEFINING MANAGERS TERRAIN		
1	Jan. 3-5	Course Introduction	Robbins Ch 1	***Materials will be covered in labs***
2	Jan. 8-12	Organizational Culture and the Environment	Robbins Ch 2	
3	Jan. 15-19	Managing in a Global Environment	Robbins Ch 3	*Article 1* *Due in Lab: Written project plan with major milestones itemized (GANTT chart), team charter, method for evaluation and providing feedback to team members*
4	Jan. 22-26	Social Responsibility and Managerial Ethics	Robbins Ch 4	*Management Projects – Part 1 Due By 4:30 pm Jan. 26/07*
		PLANNING		
5	Jan. 29-Feb.2	Foundations of Planning	Robbins Ch 6	*Discussion of Management Projects*
6	Feb. 5-9	Strategic Management	Robbins Ch 7	*Quiz covering Chapters 1-4* *Article 2*
		ORGANIZING		
7	Feb. 12-16	Organizational Structure & Design	Robbins Ch 9	
8	Feb. 19-23	Human Resource Management	Robbins Ch 11	*Article 3*
		CONTROLLING		
9	Feb. 26-Mar.2	Foundations of Control (and Operations Management)	Robbins Ch 15, including supplement	*Management Projects – Due By 4:30 pm Mar. 2/07*
10	Mar. 5-9	**Final Exam**		

*This schedule is subject to change at the discretion of the instructor.
Feb. 28 classes cancelled.

Article Worksheet

General Instructions for Students

This worksheet is designed to facilitate the identification and discussion of relevant course topics and their application to specific cases and articles from business publications. The quality of your work on these sheets and your contributions to the related discussions is the most significant component in determining your assignment grade for this course.

These worksheets are to be handed in at the end of your lab. You will receive a grade for each one as well as written comments from the instructor.

Pre-work to be completed before the lab
Read the case or article
Individually complete sections "a" through "d"

In the lab
Complete sections "e" as instructed in lab
Complete section "f" and hand it in at the end of the lab, capturing your personal learning. This section is not graded.

Topics and Due Dates

Topic	Due date for article submission	Read article posted on Shareout and complete pre-work before lab
Environment	**Week 2**	**Week 3**
CSR	**Week 5**	**Week 6**
Strategy	**Week 7**	**Week 8**

Topic:

Student name:

PRE - WORK

Organizational effectiveness – what evidence or indication is there that this organization is demonstrating effectiveness or ineffectiveness at this point in time and in this particular situation.

Stakeholders – identify all important stakeholders or stakeholder groups and briefly describe their respective interests or goals.

Goal Statement – write a statement that represents the organization's ability to balance relevant stakeholders' interests or to effectively address elements on the balanced scorecard.

Course Concepts – make a list of relevant management concepts (3-5) that come to mind when you are reading the case or article.

IN THE LAB

) Small group discussion question – record your answer and your small groups conclusion regarding the assigned discussion
question.

Individual Reflection – provide a written answer to **one** of the following questions: (*note, this section is not "graded"*)
What did you learn from this case or article?
What will you do differently as a result of this learning?
What surprised you about this case or article or about your team's discussion and analysis of it?
How will you use your learning from this case or article in your life?

Additional comments from instructor

Management Project

Objective

This project will allow you to be both the manager and the student. Your team will research two companies which are in the public domain. The two firms will be in the same industry sector (i.e., Hospitality). There can be no duplication of firms within a set. Sign up sheets will be posted outside each instructor's door (first come first serve). Consider companies which are listed in <u>BC top 100 companies to work</u> for or which you are interested in working for. This project is to allow you to study how two excellent firms operating within the same industry. It is expected that all members of your team will be equally knowledgeable about both firms at the end of the project.

Team Size and Composition

From ORGB 1100, you learned several important aspects of selecting and managing teams. Please use this learning to help your new team be effective. You may event want to review the Team Effectiveness Model. Your team will be too large to work with as one unit. It is expected the team will be organized so as to achieve high performance and capitalize on each member's skills and abilities. The project will cover the length of Term A so working relationships are important. Your team will need both skills in task and maintenance areas; and will develop skills in planning and coordination. The team will prepare a brief team charter and project plan and then review it with your lab instructor. This will help you to manage the project in an effective (do the right stuff) and efficient (with the least pain) manner. Welcome to management!

Resources

The project will focus on specific topics from this Management course. Your research will cover concepts such as defining the external environment, social responsibility and strategic management (just to name a few). The results of your research will be presented in written form. The document will include what information you have found as well as comparing and contrasting the two firms within the framework of concepts from the text,

Deliverables and Evaluation

Each member of the team will receive the same grade. The report is worth 40% of your course grade.

- Week 3 labs: teams will submit a written project plan with major milestones itemized (GANTT chart), team charter, method for evaluation and providing feedback to team members.
- Jan. 26/06, by 16:30: all teams will submit a written draft of Sections "a-d" of the report.
- Week 5 labs: each team does a "walk through" of their project and their process to date.
- Mar. 2/06, by 16:30: all teams will submit a final version of their report.

Management Project Report Format

- Grammar, spelling and consistency between parts written by different team members will be evaluated
- Reports will be presented as a WORD document; use a font of size 12; single line spacing, 1 inch margins.

Your project report will contain the following:

Title page

Executive summary

Table of contents

a) Company Introductions; background "bio" of the company and brief history; (2 pages)

b) Company ownership; type of organization and key personal ; (2 pages)

c) Organizational culture; description of the organizational culture; (2 page)

d) The Environment; overview and description of the key factors in the organization's "general and specific" environment (2 pages)

e) Social Responsibility and ethics; overview of any crucial issues related to ethics and/or corporate social responsibility 2 pages)

f) Strategic Planning; discussion of the key planning and strategy challenges facing the firm with an assessment of their ability to meet these challenges (2 pages)

g) Organizational Structure and Design; describe the current organizational structure; (2 pages)

h) Analysis; how the external environment has affected the organization's culture, structure and strategy.(4 pages)

Bibliography

Appendix

Resources for the Management Project

- Textbooks, Lectures and Labs
- Your Instructors
- The Business Press
- Home Pages of your chosen company
- http://www.fastcompany.com/welcome.html
- www.books24x7.com
- http://www.progresscorp.com/
- http://hiring.monster.com/resourcecenter/resource_center.aspx
- http://www.bcbusinessmagazine.com/
- http://www.walrusmagazine.com/
- http://www.bcit.ca/library/databases/192
- http://money.cnn.com/magazines/fortune/
- http://www.vault.com