



A POLYTECHNIC INSTITUTION

School of Health Sciences

Program: Occupational Health and Safety

Option: All

**BUSA 3720****Business Fundamentals**

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<b>Start Date:</b>	September, 2006	<b>End Date:</b>	December, 2006
<b>Total Hours:</b>	36	<b>Total Weeks:</b>	12
<b>Hours/Week:</b>	3	<b>Lecture:</b>	2
		<b>Lab:</b>	1
<b>Term/Level:</b>	3	<b>Course Credits:</b>	3
<b>Shop:</b>		<b>Seminar:</b>	
		<b>Other:</b>	
<b>Prerequisites</b>	<b>BUSA 3720 is a Prerequisite for:</b>		
<b>Course No.</b>	<b>Course Name</b>	<b>Course No.</b>	<b>Course Name</b>
None		None	

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**■ Course Description**

Presents both traditional and contemporary perspectives of modern management examining management and management roles in teams, projects, departments, and the organization as a whole. Strategic planning, operational planning, leading, organizing, and controlling for performance will be addressed. Through actual business scenarios, cases, and exercises, participants gain experience in decision making and applying theory to real world organizations. The course will also examine the stages in starting a new business and developing a business plan.

**■ Evaluation**

Assignments	30%	Comments:
Midterm Exam	20%	
Participation	10%	
Final Exam	40%	
<b>TOTAL</b>	<b>100%</b>	

**■ Course Learning Outcomes/Competencies**

Upon successful completion, the student will be able to:

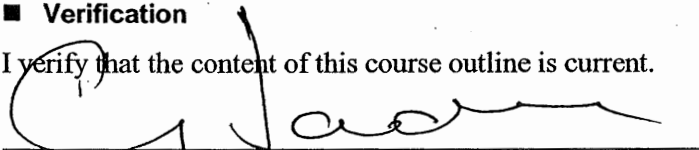
1. Describe the changing role and functions of management in business.
2. Critically evaluate the role of managers in today's business.
3. Assess the impacts of alternative management approaches on an organization.
4. Analyze and evaluate business situations involving management issues and develop appropriate responses to improve the situation by:
  - researching and interpreting business situations
  - applying commonly used models and methodologies for analysis
  - developing appropriate alternatives and solutions
  - presenting recommendations and an action plan.
5. Apply a decision-making methodology to improve the quality of management decisions.

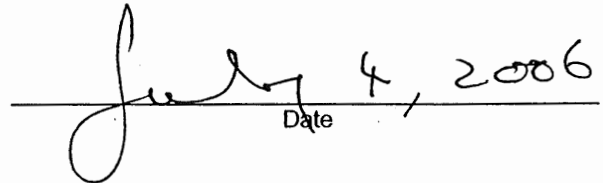
■ **Course Learning Outcomes/Competencies (cont'd.)**

6. Work effectively as a team member.
7. Make effective verbal and written presentations.
8. Develop and understand business planning.

■ **Verification**

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

  
\_\_\_\_\_  
Authoring Instructor

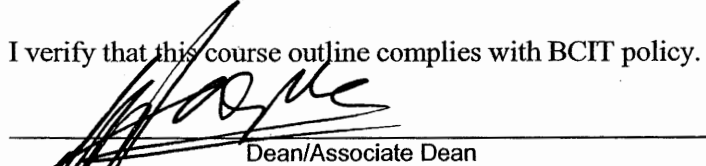
  
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Date

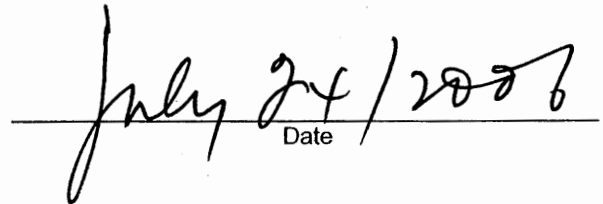
I verify that this course outline has been reviewed.

\_\_\_\_\_  
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)

Chris Gadsby

Office Location: SE6-329  
Office Hrs.: As Posted

Office Phone: 604-916-1073  
E-mail Address: cgadsby@bcit.ca

## ■ Learning Resources

### Required:

Robbins, DeCenzo, Stuart-Kotze and Stewart, *Fundamentals of Management: Essential Concepts and Applications*, 4th Canadian Edition, Pearson Education, 2005.

### Recommended:

Any text or web page relating to the development of a business plan.

Daily reading of the Business section of the Globe and Mail or National Post.

## ■ 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.

### Schedule

Week	Material Covered	Reference	Case Study*
September 7	Introduction What is Management?	Chapter 1	* Case Studies to be announced
September 14	Communication and Interpersonal Skills	Chapter 3	
September 21	Decision Making Managerial Ethics	Chapter 4 Chapter 2	
September 28	Planning	Chapter 5	
October 5	Organizational Design <b>Assignment #1 due</b>	Chapter 6	
October 12	Control/Performance Evaluation Financial and Other Measures	Chapter 7	
October 19	<b>Midterm Exam</b>		
October 26	Operation and Value Chain Management	Chapter 8	
November 2	Human Resource Management Motivation	Chapter 9 Chapter 10	
November 9	Developing a Business Plan Entrepreneurship in Canada	TBA	
November 16	Organizing Your Business Financing Your Business Accounting, Budgeting	TBA	
November 23	Course Review Final Presentation <b>Assignment #2 due</b>	TBA	
December 4–8	<b>Final Exam Week</b>		

**Note:** Supplementary readings to be provided as required.