



A POLYTECHNIC INSTITUTION

School of Business

Program: Part-Time Studies

**BUSA 2005
PRINCIPLES OF MANAGEMENT****Start Date:** Week of April 12**End Date:** Week of July 19, 2004**Total Hours:** 45 **Total Weeks:** 15**Term/Level** Spring **Course Credits:** 4
: 2004**Hours/Week:** 3**Prerequisites:** NONE**Is a Prerequisite for:****Course No. Course Name****Course No. Course Name**

BUSA 4800 Management Policy

HRMG 3170 HR Dynamics Workshop

■ 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.

■ Evaluation

Team cases (group mark)	30	%	Comments: Students must receive an overall passing grade on the individual components of the course in order to pass the course. Individual components comprise 70% of the course grade.
Mid Term (individual mark)	20	%	
Ability to demonstrate appropriate workplace behaviours, including attendance, participation, and self-management in various school settings, both individuals and in teams (individual mark)	10	%	
Final Exam (individual mark)	40	%	
TOTAL	100	%	

■ Course Learning Outcomes/Competencies

Upon successful completion of the course, 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
- 6. Work effectively as a team member
- 7. Make effective verbal and written presentations

■ **Verification**

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

April 2004

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.

Dean/Associate Dean

Date

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

■ Instructor(s)

Office Location:
Office Hrs.:

Office Phone:
E-mail Address:

■ Learning Resources

Required:

Jones, George, Hill, Langton, *Contemporary Management, First Canadian Edition*, McGraw-Hill Ryerson, Toronto, 2002.

Recommended:

Daily reading of the business section of either the *National Post* or *Globe and Mail*.

■ Information for Students

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

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 session. 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 exam. 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 the appropriate 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.

Requirements to Pass Course: *Students must pass the individual components of the course in order to receive credit for the grades on group work.*

Participation: Active participation in class is essential to accomplish the course objectives. All assigned reading must be done before the class. Students will find it most effective to skim the assigned reading and then to read in more depth the areas that have been highlighted in class.

■ Assignment Details

EXAMS

The formats for the mid-term will consist of multiple-choice questions; for the final exam, multiple-choice questions and a case study.

CASE STUDIES

Group

The instructor will assign students to groups. Groups will be responsible for preparing two (2) written case studies and making a formal presentation of a case to the entire class. The cases assigned will be different for each presenting group and will be different from the written cases. Each case is worth 10%. Cases used will be drawn from the cases at the end of each chapter or supplied by the instructor. Students will be organized into groups consisting of 4-5 people. There will be a rotation schedule created so that a total of five (5) cases will be used.

	PRESENTATION	WRITTEN	WRITTEN
Case 1 Week 10	Group 1	Group 3	Group 5
Case 2 Week 11	Group 5	Group 2	Group 4
Case 3 Week 12	Group 4	Group 1	Group 3
Case 4 Week 13	Group 3	Group 5	Group 2
Case 5 Week 14	Group 2	Group 4	Group 1

Marks for late assignments will be reduced by 50% unless prior arrangements have been made.

Students are expected to complete the assigned readings before attending class and to read and think about cases before the class. You will require your textbook for all classes. Students are expected to participate actively through presenting critiques of presentations, contributing insights, asking thought-provoking questions, listening to others and soliciting the input and ideas of classmates. Another way to participate is to clip current business articles from journals or newspapers and note how they relate to the course concepts.

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
#1 April 12	Introduction to course; Managers and Managing	Chapter 1		
#2 April 19	Evolution of Management Theory	Chapter 2		
#3 April 26	The Organizational Environment	Chapter 3		
#4 May 3	The Global Environment	Chapter 4		
#5 May 10	Ethics, Social Responsibility, and Diversity	Chapter 5	Group assignments	
#6 May 17	The Manager as Decision Maker (Part 1)	Chapter 6, pages 154-169 Handout	Practice case study—in class	
#7 May 24	The Manager as Decision Maker (Part 2) Review for mid-term	Chapter 6, pages 169-181	Practice case study—in class	
#8 May 31	MID-TERM EXAM, Chapters 1-6			
#9 June 7	The Manager as Planner and Strategist (Part 1)	Chapter 7, pages 188-203	Practice case study—in class	
#10 June 14	The Manager as Planner and Strategist (Part 2)	Chapter 7, pages 203-215	Group presentations	Written case analysis
#11 June 21	Managing Organizational Architecture	Chapter 8	Group presentations	Written case analysis
#12 June 28	Organizational Culture and Control	Chapter 9	Group presentations	Written case analysis
#13 July 5	Human Resource Management	Chapter 10	Group presentations	Written case analysis
#14 July 12	Organizational Change Final review	Chapter 17	Group presentations	Written case analysis
#15 July 19	FINAL EXAM, Chapters 7-10 and 17			