



**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**  
**Operating Unit: School of Business**  
**Program: Business Administration, Part-Time**  
**Studies**

**BUSA 2005**  
**MANAGEMENT**

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**Start Date:** September 10, 2001

**End Date:** December 8, 2001

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**Hours/Week:** n/a

**Lecture:**

**Lab:**

**Total Hours:**

**Level:**

**Total Weeks:** 13

**Credits:** 4

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**Prerequisites:**

**Course is a prerequisite for:**

BUSA 1005: Introduction to Business

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**Course Calendar Description:** Investigates the primary functions of management and managerial 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 and apply the skills and knowledge in work situations.

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**Course Goals:** Students gain an in-depth understanding of the concepts of managerial functions and roles and how they apply in practical case studies and work situations.

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**Evaluation:**

Participation in course activities

25%

Internet assignments

15%

Mid-term exam

30%

Final exam

30%

**Total**

100 %

**Comments: Students MUST complete all sections of the course (e.g., participation, Internet assignments, etc.) to receive a passing grade.**

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**Course Learning Outcomes/Competencies:**

By the end of the class, students should be able to

- understand basic and sophisticated concepts relating to managerial theory and function
- apply managerial concepts to various case studies and practical work situations
- exhibit a high level of independent functioning in an Internet course environment with a very strong emphasis on teamwork and participation.

**Course Content Verification:**

I verify that the content of this course outline is current, accurate, and complies with BCIT Policy.

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Program Head/Chief Instructor

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Date

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



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**Instructor(s)** Sheena Ashdown

**Office No.:**

**Office Phone:**

(604) 451-6777 X 9804

**Office Hrs.:**

will respond to e-mails and  
phone messages within 48  
hours Monday to Friday

**E-mail Address:**

in Internet course

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**Learning Resources:**

**Required:** *Management*, Robbins, Coulter, Stuart-Kotze, Prentice-Hall, Canadian 6<sup>th</sup> Edition

**Additional Readings:** other references from business journals, the Internet, newspapers, cases, and articles may be assigned from time to time by the instructor.

**Recommended:**

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**BCIT Policy Information for Students:**

Please see relevant sections of the BCIT calendar.

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## Assignment Details:

### Discussions (Participation)

All students are assigned to specific teams and are required to participate in **weekly team discussions of a case study**. These discussions fulfill the participation component of the mark for the course.

Nearly every week, students are required to read the assigned chapters, analyze the assigned case study and post answers to the case study in their team forum. Each team then discusses the postings, especially any controversial or debatable points. Finally, one team member compiles a summary of the various answers and posts the summary in the main discussion forum for the rest of the class to read and comment on. (The team members take turns on a rotating basis to compile and post the summary.)

These discussions are worth 25% of the total mark for the course.

### Internet Assignments

Students must complete **three Internet assignments** throughout the term, which involve searching the Internet for sites or viewing a specific site. A written submission for each assignment is required which includes a summary and analysis of the site(s), as well as answers to specific questions.

These assignments are worth 15% (5% each) of the total mark for the course.

### Mid-term Exam

The mid-term exam is worth 25% of the total mark and covers the material in the first half of the course. It has two sections:

- multiple choice questions
- case study and essay questions.

### Final Exam

The final exam is worth 25% of the total mark and covers the material in the second half of the course. It has two sections:

- multiple choice questions
- case study and essay questions.



**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

**Operating Unit: Xxx**

**Program: Xxx**

**Schedule**

**COURSE NUMBER**

**COURSE NAME**

Week of/ Number	Outcome/Material Covered	Reference/Reading	Assignment	Due Date
One	Course introduction and familiarization, contact instructor, post student profile			
Two	Managers and Management, Evolution of Management	Ch. 1, 2	Case Study, p. 20 Self-Tests	next week
Three	Organizational Culture and the Environment, Managing in a Global Environment	Ch. 3, 4	Case Study, p. 98 Self-Tests	next week
Four	Social Responsibility and Managerial Ethics, Decision-Making	Ch. 5, 6	Case Study, p. 127 Self-Tests Internet Assignment #1	next week
Five	Foundations of Planning, Strategic Management	Ch. 7, 8	Case Study, p. 174 Self-Tests	next week
Six	Planning Tools and Techniques, Organizational Structure and Design	Ch. 9, 10	Self-Tests Internet Assignment #2	next week
Seven	Midterm Exam			one week
Eight	Human Resource Management, Managing Change and Innovation	Ch. 11, 12	Case Study, p. 310 Self-Tests	next week
Nine	Foundations of Behaviour, Understanding Groups and Teams	Ch. 13, 14	Case Study, p. 363 Self-Tests	next week

Week of/ Number	Outcome/Material Covered	Reference/Reading	Assignment	Due Date
Ten	Motivating Employees, Leadership	Ch. 15, 16	Case Study, p. 423 Self-Tests	next week
Eleven	Foundations of Control	Ch. 17	Case Study, p. 447 Self-Tests Internet Assignment #3	next week
Twelve	Operations Management, Control Tools and Techniques	Ch. 18, 19	Self-Tests	
Thirteen	Final Exam			one week