



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline **Part A**

School of: School of Business

Program: Business Administration

Option:

**BUSA 2005
Management**

Hours/Week	3.5	Total Hours	42	Term/Level:	Sept-Dec 2001
Lecture:		Total	13	Credits:	4
		Weeks:			

Prerequisites

None

is a Prerequisite for:

None

Course No.

Course Name

Course No.

Course Name

Course Goals

- An understanding of the key functions of management (planning, organizing, leading and controlling)
 - Used a decision-making methodology to solve problems in typical business situations
 - Worked in teams to analyze and present business solutions in a group setting
 - Developed skills in written and verbal presentations
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Course Description

This course 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, you will gain experience and be able to apply the skills and knowledge in work situations.

Evaluation

Mid-term	25%
Final	25%
Case studies (2)	25%
"Testing..."Testing" Questions	15%
Participation and attendance	10%
TOTAL	100%

Course Outcomes and Sub-Outcomes

Upon successful completion of this 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 businesses
3. Understand the importance of planning and the process of planning
4. Apply a decision-making methodology to improve the quality of management decisions
5. Make effective verbal and written presentations
6. Analyze and evaluate business situations involving management issues and develop appropriate responses to improve the situation by:
 - Identifying and interpreting business situations
 - Applying commonly used models and methodologies for analysis
 - Developing appropriate alternatives and solutions
 - Presenting recommendations and an action plan

Course Record

Developed by:	<u>E. Stewart</u>	Date:	<u>July 2001</u>
	Instructor Name and Department (signature)		
Revised by:	<u>E. Stewart</u>	Date:	<u>July 2001</u>
	Instructor Name & Department (signature)		
Recommended by:	<u>Program Head Name & Department (Signature)</u>	Date:	<u> </u>
Approved by:	<u>Assoc. Dean/Dean & Department (signature)</u>	Start Date:	<u> </u>



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline **Part B**

School of: School of Business

Program: Business Administration

Option:

**BUSA 2005
Management**

Effective Date

September 2001

Instructor

Office No.:

E-mail

Web-site

Text(s) and Equipment

Required:

Robbins, Stephen P., et al. *Management* (6th Canadian Edition), Prentice Hall

Recommended:

Any business journal or business section in the daily newspaper.

Course Notes (Policies and Procedures)

Assignment Details

EXAMS

The formats for the mid-term and final exams will consist of multiple choice questions, questions that require short responses (1-2 sentences), and essay-type questions that require 1-2 paragraphs. Each exam is worth 25% of your final mark, for a total of 50% for both exams.

"TESTING....TESTING"

A total of 15 review questions will be assigned during the term. These are to be **completed individually and in your own words**. Completed questions are due as noted in this course outline and at the beginning of the class. Answers to the questions will be marked pass/fail. An answering receiving a "pass" is one (1) point; a answer

receiving a "fail" will be given a zero. Under very unusual circumstances, partial marks may be assigned (e.g., 1/2 point). These questions are worth 15% of your term mark.

The responses to the review questions can either be handwritten or computer-printed. If handwritten, be sure the writing is legible!

CASE STUDIES

Individual

Each person will prepare a written analysis in accordance with the instructions provided. Students will be expected to submit individual work, but may work in groups in the initial stages. The written analysis is to be typewritten, 3-5 pages. There will be 2 separate cases, one worth 10% and the other worth 15%.

- Case Study #1—Read SMK Speedy, Toronto, page 155. Answer the questions posed at the end of the case. This will be worth 10% of your mark.
- Case Study #2—Read Teleglobe Inc., Montreal, page 310. Answer the questions posed at the end of the case. This will be worth 15% of your mark.

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



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Schedule

School of: School of Business

Program: Business Administration

Option:

**BUSA 2005
 Management**

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
INTRODUCTION				
#1 Sept 10	Overview and Management Functions Perspectives on Organizational Effectiveness	Canadian Introduction, pgs. xx-xxviii and Chapter 1	Ch. 1, Q #3, 5	Week of Sept 24
DEFINING MANAGERS TEERRAIN				
#2 Sept 17	Current Trends and Issues in Management	Chapter 2, pages 35-44	Ch 2, Q #8	Week of Sept 24
#3 Sept 24	Organizational Culture and Environment	Chapter 3	Week of Sept 24 REVIEW QUESTIONS DUE (Ch. 1 and 2) Ch. 3, Q # 3,4,8	Week of Oct 15
#4 Oct 1	Social Responsibility and Managerial Ethics	Chapter 5	Ch 5, Q #6, 10	Week of Oct 15
#5 Oct 8	NO CLASS ON MONDAY: THANKSGIVING ALL OTHER CLASSES: Managing in a Global Environment	Chapter 4		
#6 Oct 15	Decision-Making Models; Creativity and Innovation in Decision-Making	Chapter 6; Chapter 12, pgs. 303-306	Week of Oct 15 REVIEW QUESTIONS DUE (Ch. 3 and 5) Ch 6, Q #2, 4 Ch 12, Q #10	Week of Oct 29
#7 Oct 22	MID-TERM (Chapters 1,2,3,4,5, and			

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
	6)			
PLANNING				
#8 Oct 29	Foundations of Planning	Chapter 7	Week of Oct 15 REVIEW QUESTIONS DUE (Ch. 6 and 12) Ch 7, Q #1, 3	Week of Oct 29
#9 Nov 5	Strategic Management	Chapter 8	CASE STUDY #1 DUE week of Nov 5	
ORGANIZING				
#10 Nov 12	MONDAY CLASSES CANCELLED; OTHER DAYS: Organizational Structure & Design	Chapter 10	Ch 10, Q #4,5	
#11 Nov 19	Organizational Change & Development	Chapter 12, pgs. 285-303	REVIEW QUESTIONS DUE (Ch. 7 and 10) DUE week of Nov 19	
CONTROLLING				
#12 Nov 26	Foundations of Control Operations Management	Chapter 18 Chapter 19	CASE STUDY #2 DUE week of Nov 26	
#13 Week of Dec 3 FINAL EXAM (Chapters 7, 8, 10, 12, 18, and 19)				

The questions to ask are:

1. Do the causes I have identified relate to the management problem(s) stated in Section II?
2. When I draw conclusions and make general statements, do I support these conclusions with specific evidence from the case?

IV. DETERMINATION AND EVALUATION OF ALTERNATIVES

Identify at least 3 alternative courses of action that could solve the problem identified. Indicate pros and cons of each alternative.

V. RECOMMENDATION(S)

This section will state the alternative you have selected from Section IV—it is your decision of which alternative would best solve the problem.

The final solution will specifically state what is to be done, by whom, and in what sequence (**WHO, WHAT, WHEN**). This section of your report will also justify your recommendations. Explain why your solution and implementation will work. A major objective of this section is to show clearly how you are applying organizational behaviour concepts to arrive at a workable solution to the problem you have identified.

It is a good idea to present the justification for each recommendation and a plan for implementation in a sentence or brief paragraph immediately following the recommendation.

FORMAT FOR WRITTEN CASE

Following is a summary of requirements and guidelines for written case reports:

- Title Page is to include:
 1. Name of course
 2. Name of the case
 3. Team members' names
 4. Date handed in
- Must be typed.
- Use point form whenever possible.
- Use tables, graphs, or any form of exhibit as much as possible.
- Use general summary statements with specific supporting evidence or examples.
- Make all headings as "descriptive" as possible.
- Use concise writing style with attention to grammar, spelling and report writing.
- 4-5 pages in length, 1 ½ or double-spaced.