BCIT

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Operating Unit: Business
Program: Business Administration
Option:

BUSA 2005
Management

Start Date: September, 1999

End Date:

Course Credits: 3

Term/Level:

Total Hours: 42
Total Weeks: 13

Hours/Week: 3.5 **Lecture:** **Lab:** **Shop:** **Seminar:** **Other:**

Prerequisites

Course No. Course Name

BUSA 2005 is a Prerequisite for:

Course No. Course Name

Course Calendar Description

This course will introduce you to the principles of management for a competitive advantage in today's environment. You will explore managerial functions such as planning, organizing, leading, and controlling. The skills you require to operative effectively as an individual, in teams, and on projects in all levels of an organization will be examined. You will gain an understanding of the role of management as decision-makers responsible for developing and attaining the strategic goals and objectives of the organization in competitive and global environments. You will integrate the learning from the course through case analyses and in-class discussion groups.

Course Goals

To introduce the student to the principles of management in today's environment.

Evaluation

Midterm	30%
Final	30%
Cases/Exercises Participation & Analysis	10%
Assignments #1 and #2 (Review Questions)	10%
Two (2) Case Studies (10% each)	20%
TOTAL	100%

Course Learning Outcomes/Competencies

Upon successful completion of this course, the student will:

- gain an understanding of the role of the manager and the external world that impacts on the role.
- describe the concepts and apply the commonly used problem-analysis techniques.
- understand the importance of planning and the process of planning.
- gain an awareness of why organizations are designed as they are.
- understand the use of teams and what they can add to the work process.
- have an awareness of how to improve performance through appropriate organizational design.
- gain an understanding of how change can be brought about constructively.
- describe the concept of effective control.

Course Content Verification

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

_____	_____
Program Head/Chief Instructor	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)

Office No.:   Office Phone:
Office Hrs.:   E-mail Address:

Learning Resources

Required:

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

Recommended:

Any business journal or business section in the daily newspaper.

BCIT Policy Information for Students

1. All assignments are to be typewritten.
2. Assignments #1 and #2: no more than 1–2 pages, either handwritten or computer printed.
3. Assignments #3 and #4 are to follow case study format.
4. Marks for late assignments will be reduced by 50% unless prior arrangements have been made.

Assignment Details

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Week of/ Number	Outcome/Material Covered	Reference/ Reading
1	Managers and Management Evolution of Management Review of Case Analysis Method	Chapter 1 Chapter 2 (skim) Handout
2	Leadership	Chapter 16
3	Organizational Culture and Environment Managing in a Global Environment	Chapter 3 Chapter 4
4	Social Responsibility and Managerial Ethics	Chapter 5
5	Decision-making	Chapter 6
6	Foundations of Planning Strategic Management	Chapter 7 Chapter 8
7	**MIDTERM**	
8	Planning Tools & Techniques	Chapter 9
9	Organization Structure and Design Human Resource Management	Chapter 10 Chapter 11
10	Organizational Change and Development; Innovation	Chapter 12
11	Foundations of Control; Operations Management; Control Tools & Techniques	Chapters 18, 19 and 20 (skim all chapters)
12	Foundations of Behavior Understanding Groups & Teams	Chapter 13(skim) Chapter 14
13	**FINAL EXAM**	