

BUSA 2005 Management

Instructor: Bill Scott
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Available 6:00 p.m. until 9:00 p.m.
Monday, Tuesday, Wednesday and Thursday
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Course Outline

Class	Class Date	Topic(s)	Required Reading
1	May 6 th	Introduction Decision Making Managerial Ethics Organizational Culture and Environment	Chapter 1 Chapter 6 Chapter 5 Chapter 3
2	May 13 th	Foundations of Behaviour Motivation Understanding Groups and Teams	Chapter 13 Chapter 15 Chapter 14
3	May 17 th 7:00 to 10:00	Leadership	Supplemental Readings
4	May 20 th	Leadership Managing Change and Innovation	Supplemental Readings Chapter 12
5	May 27 th	Midterm	
6	June 3 rd	Strategic Management Foundations of Planning Tools and Techniques	Chapter 8 Chapter 7 Chapter 9
7	June 10 th	Operations Management Foundations of Planning Tools and Techniques	Chapter 18 Chapter 17 Chapter 19
8	June 14 th 7:00 to 10:00	Structure and Design Human Resources	Chapter 10 Chapter 11

- Unless otherwise indicated, all "Required Reading" can be found in the course text, Management, 6th Edition by Robbins, Coulter and Stuart-Kotzke.
- Supplemental readings will be made available the first day of classes.

Course 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 operate 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 strategic goals and objectives of the organization in competitive and global environments. You will integrate the learning from the course through in-class exercises, case analysis and in-class discussion groups.

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 her/his personal style and how it impacts others in the workplace.
- describe the impact of various leadership styles on subordinates, customers and others.
- understand the use of teams and what they can add to the work process.
- understand the importance of planning and the process of planning.
- gain an understanding of why organizations are designed as they are.
- 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 Expectations

My expectation is that you will get out of this course what you put into it. While this may seem trite, it is without a doubt, true.

Different people define success in different ways. You need to define what successful completion of this course will look like for *you*. Once you have an understanding of what success looks like for you, you will understand how to achieve it.

In most cases, success will involve attending classes, completing assigned readings and participating in class discussions. However, success may also involve additional study, reading and reflection — depending on what your goal is in taking this course. Ultimately, success usually comes to those who take risks — to those who reach outside their comfort zone.

Instructors have expectations of their students and students should have expectations of their instructors. You can expect that I will come prepared for all classes; that I will take into account your needs; and that I will challenge you to understand yourself and your working style.

I do not expect you to memorize concepts and regurgitate them on demand. That is why the mid-term will be open book. In addition, it is only worth a fifth of your overall grade. I am more interested in your ability to integrate your learning and use it to creatively analyze cases that we discuss in class and you do as assignments.

Finally, one of the best learning resources available to you is sitting right next to you, right in front of you or across the room. We all come to this course with different backgrounds, life experiences, knowledge, skills and abilities. And as management is an art not a science, we all have something to teach one another.

Evaluation

	Due Date	Marks
1. Mid-Term (Open Book)		20
2. Reflection on Personal Leadership Style		30
3. Integrated Case Study (Group Project)		35
4. Participation	All course	<u>15</u>
Total		100

I will provide you with specific details of the assignments outlined at the start of the first class.