



School of Health Sciences
 Program: Occupational Health and Safety
 Option: All

BUSA 3720
Business Fundamentals

Start Date:	September 2007	End Date:	December 2007
Total Hours:	45	Total Weeks:	15
Hours/Week:	3	Lecture:	2
		Lab:	1
Prerequisites	BUSA 3720 is a Prerequisite for:		
Course No.	Course Name	Course No.	Course Name
None		None	

■ 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. The course will also examine the stages in starting a new business and developing a business plan.

■ Evaluation

Assignments	30%	Comments:
Midterm Exam	20%	
Participation	10%	
Final Exam	40%	
TOTAL	100%	

■ Course Learning Outcomes/Competencies

Upon successful completion, 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.

■ **Course Learning Outcomes/Competencies (cont'd.)**

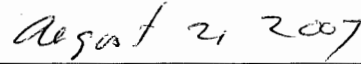
6. Work effectively as a team member.
7. Make effective verbal and written presentations.
8. Develop and understand business planning.

■ **Verification**

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



Authoring Instructor



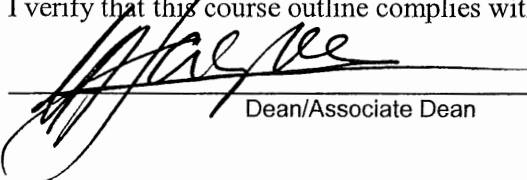
Date

I verify that this course outline has been reviewed.

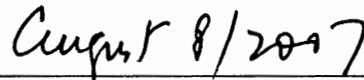
Program Head/Chief Instructor

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)

Bill Mathieson

Office Location: SE6-315

Office Hrs.: As Posted

Office Phone: 604-451-6788

E-mail Address: Bill_mathieson@
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■ Learning Resources

Required:

Robbins, DeCenzo, Stuart-Kotze and Stewart, *Fundamentals of Management: Essential Concepts and Applications*, 5th Canadian Edition, Pearson Education, 2007.

Recommended:

Any text or web page relating to the development of a business plan.

Daily reading of the Business section of the Globe and Mail or National Post.

■ Information for Students

(Information below can be adapted and supplemented as necessary.)

The following statements are in accordance with the BCIT Student Regulations Policy 5002. To review the full policy, please refer to: <http://www.bcit.ca/~presoff/5002.pdf>.

Attendance/Illness:

In case of illness or other unavoidable cause of absence, the student must communicate as soon as possible with his/her instructor or Program Head or Chief Instructor, indicating the reason for the absence. Prolonged illness of three or more consecutive days must have a BCIT medical certificate sent to the department. Excessive absence may result in failure or immediate withdrawal from the course or program.

Academic Misconduct:

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances are prohibited and will be handled in accordance with the 'Violations of Standards of Conduct' section of Policy 5002.

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 their respective program.

SCHEDULE – Fall 2007
BUSA 3720 – INTRODUCTION TO BUSINESS

Week	Week of	Outcome/Material covered	Reference	Assignment	Cases*
1.	Sept. 3	Introduction to course, What is management	Ch.1	Read Ch. 6	
2.	Sept. 10	Communications	Ch.6	Read Ch.2	
3.	Sept. 17	Environmental constraints	Ch.2	Read Ch.3	
4.	Sept. 24	Planning and Strategic Mgmt.	Ch.3	Read Ch.4	
5.	Oct. 1	Decision Making	Ch.4	Read Ch.5	
6.	Oct. 8	Organization Design	Ch.5	Read Ch.7	
7.	Oct. 15	Human Resource Management	Ch.7	Review Ch.1-7	
8.	Oct 22	MID-TERM EXAMINATION		Read Ch.8	
9.	Oct. 29	Leadership	Ch.8	Read Ch.9	
10.	Nov. 5	Motivating Employees	Ch.9	Read Ch.10	
11.	Nov. 11	Understanding Groups and Teams	Ch.10	Read Ch.11	
12.	Nov. 18	Foundations of Control	Ch.11	Read Ch.12	
13.	Nov. 25	Managing Change	Ch.12	Review Ch.8-12	
14.	Dec. 3	Course Review		Review Ch.8-12	
15.	Dec. 10	FINAL EXAMINATION			

* CASES: A SEPARATE LIST OF CASES AND DUE DATES WILL BE PROVIDED