BCIT
British Columbia Institute of Technology

School of: School of Business
Programme: Business Administration   **BUSA 2005 MANAGEMENT**

Instructor: Gary Holtom

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Text: Management (Canadian Fifth Edition)
         (Robbins, Coulter, Stuart-Kotze)

Course Description:

This is an introductory course in Management theory and practice. It is intended to give the student a basic understanding of the main elements of management and to foster an understanding and appreciation of the issues encountered. Major topics covered include decision making, change, individual and group behaviour, motivation, leadership and communication.

Course Objectives:

1. To acquaint the student with the management process. This includes understanding the theory behind and the practical applications of management.
2. To assist the student in developing a personal philosophy of management.
3. To better prepare the student to appreciate current Managerial issues.
4. To better prepare the student for future advancement into a Managerial career.

Course Evaluation:

Mid Term Examination	50%
Final Examination	50%

Reading Assignments:

1. Students are expected to complete the reading assignments prior to class.
2. Exercises/Cases: Students will be assigned a series of exercises and case projects to be completed individually and in groups throughout the semester. These exercises provide practical application of management tools. These are considered an essential component of your learning about Management.

Business Administration 2005

Management

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Class	Topic Chapter & Reading
1.	Class introductions, course outline, objectives Managers & Management - chap 1 The Evolution of Mangement - chap 2 (skim) Organizational Culture & The Environment - chap 3 Managing in a Global Environment - chap 4 (skim)
2.	Social Responsibility & Managerial Ethics - chap 5 Decision Making: The Essence of The Managers' Job - chap 6 Foundations of Planning - chap 7 Strategic Management - chap 8
3.	Planning Tools and Techniques - chap 9 Organization Structure and Design - chap 10 Human Resource Management - chap 11 Managing Change and Innovation - chap 12
4.	Foundations of Behaviour - chap 13 Understanding Groups and Teams - chap 14
5.	Motivating Employees - chap 15 Communication and Interpersonal Skills - chap 17 Foundations of Control - chap 18 (skim)
6.	Leadership - chap 16 Operations Management - chap 19 (skim) Control Tools and Techniques - chap 20 (skim) Course Review
7.	Final Examination

Note: Individual and class projects to be assigned during programme