



MAR 29 2004

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline Part A

School of Business

Program: Administrative Management

Option:

**BUSA 2005
Management**

Hours/Week:	3	Total Hours:	45	Term/Level:
Lecture:		Total Weeks:	15	Credits:
Lab:				
Other:				

Prerequisites

Course No.: None.

Course Name:

BUSA 2005 is a Prerequisite for:

Course No.:

Course Name:

Course Record

Developed by:	_____	Date:	_____
	Instructor Name and Department (signature)		

Revised by:	_____	Date:	_____
	Instructor Name and Department (signature)		

Approved by:	_____	Start Date:	_____
	Associate Dean / Program Head (signature)		

Course Description

This course introduces 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 required to operate effectively as an individual, in teams, 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 learnings from the course through analysis of cases.

Course Goals

Evaluation

Lecture Portion:

Midterm 20%

Final 40%

Seminars:

Cases/Exercise Participation and Analysis 15%

Case/project 25%

TOTAL 100%

Course Outcomes and Sub-Outcomes



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School of Business

Program: Administrative Management

Option:

Course Outline Part B

**BUSA 2005
Management**

Effective Date

September 1995

Instructor(s)

S. Scott-Hallam

Office No.:

Phone:

Office Hrs.:

Text(s) and Equipment

Required:

Management (4th Canadian Edition), Stephen P. Robbins, Robin Stuart-Kotze, Prentice Hall.

Recommended:

Course Notes (Policies and Procedures)

Assignment Details



Week of/ Number	Outcome/Material Covered	Reference/Reading (Chapters)
5	<p>Management</p> <ul style="list-style-type: none"> • What is Management? How is it done? • Cultural. • Environmental Opportunities and Constraints. • Social Responsibilities. • Decision-Making 	1, 2, 3, 4, 5, 6
	<p>Objectives</p> <p>Gain understanding of the role of the manager and the external contingencies that impact on the role.</p> <p>To describe the concepts and to apply the commonly used problem analysis techniques.</p>	
3	<p>Planning</p> <p>Planning Foundations — How and Why We Plan.</p> <p>Strategic Management — How to Strategically Place Your Organization/Department in its Environment.</p> <p>Planning Tools and Techniques — Commonly Used Aids to the Planning Process.</p>	7, 8, 9
	<p>Objectives</p> <p>To understand the importance of planning; the process of planning and tools available.</p>	
2	<p>Organizing</p> <p>The Foundations of Organizing — How We Structure Organizations.</p> <p>Job and Organizational Design — Including Use of Teams and Empowerment.</p> <p>Human Resource Management Introduction to Functions and Current Issues.</p> <p>Managing Change.</p>	10, 11, 12, 13

Week of/ Number	Outcome/Material Covered	Reference/Reading (Chapters)
	<p>Objectives</p> <p>To understand why organizations are designed as they are.</p> <p>The use of teams and what they can add to a work process.</p> <p>How to improve both individual and groups satisfaction and performance through appropriate organizational and job design.</p> <p>How change can be brought about constructively.</p>	
2	<p>Controlling</p> <p>Foundations of Control.</p> <p>Tools for Control — Information Management — Control of the Operation.</p>	19, 20, 21
	<p>Objectives</p> <p>To introduce the concepts of effective control of all aspects of resources, human, financial and capital.</p>	
2	<p>Leading</p> <p>Motivation and Leading, communicating effectively and conflict resolution.</p>	14, 15, 16, 17, 18
	<p>Objectives</p> <p>To understand the concepts of leading motivatory subordinates and peers as individuals or as groups to achieve organizational goals.</p> <p>To gain skills required to solve conflict and enable communication.</p>	