



A POLYTECHNIC INSTITUTION
 School of Business
 Program: Business Administration
 Option: HRMG, ITMG, BMGT

BUSA2100
 Principles of Management

Start Date: January 08	End Date: March 08
Total Hours: 30 Total Weeks: 10	Term/Level: 2 Course Credits: 2
Hours/Week: 3 Lecture: 1 Lab: 2	Shop: Seminar: Other:
Prerequisites:	BUSA2100 is a Prerequisite for:
Course No. Course Name	Course No. Course Name
ORGB 1100	

■ **Course Description**

A study of the basic concepts of the management process: planning, organizing, staffing, directing and controlling. Integrated with the concurrent first-term courses and using the case study method, it creates opportunities for the students to develop analytical, problem solving, teamwork, and communications skills, by analyzing and presenting solutions to typical business problems. Topics covered include: structuring organizations, decision-making and an introduction to production, human resources, controlling, and strategic and tactical planning.

Evaluation

Evaluation:		
<i>Policy:</i> To be given credit for the group assignment, students must achieve at least 50% on the final exam.		
Final Exam	40	Individual component
Management Project	40	Group work
Lab assignments	15	Individual component
Team charter, project plan, team evaluation and feedback form	05	Group work
Total	100	

Course Learning Outcomes/Competencies

Upon successful completion, the learner will:

- Be able to relate the course content to business publications.
- Know the meaning of key terms that are commonly used in management
- Understand many of the concepts that shape management practices in organizations.

Key topics that will be covered include:

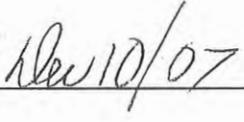
- Corporate structure
- Organizational effectiveness (triple bottom line and balanced scorecard measures)
- Managerial roles and the skills necessary to be an effective manager
- Corporate social responsibility
- Organizational culture
- The external organizational environment
- Management functions of planning (planning and strategy), organizing (structure and HR), and control (foundations).

■ **Verification**

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

Debby Cleveland 

Authoring Instructor

December 2007 

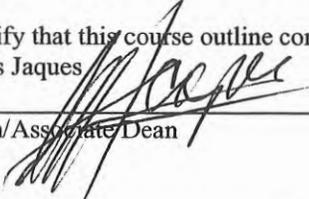
Date

I verify that this course outline has been reviewed.

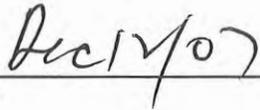
Program Head/Chief Instructor

Date

I verify that this course outline complies with BCIT policy.

Chris Jaques 

Dean/Associate Dean



Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

■ Instructor(s)

Debby Cleveland

Office Location: SE6 313

Office Hrs.: As posted

Office Phone: 604-412-7422

E-mail Address: Debby_cleveland@bcit.ca

■ Learning Resources

Required: Robbins, Coulter, Langton, Management, 8th Canadian Edition, Pearson Prentice Hall ISBN 0-13-127455-4 (you can purchase a used text (hardcover) or the customized package (soft cover))

■ Information for Students

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>.

Assignments: Late assignments will be penalized 10 percent for each day past the due date.

Makeup Tests, Exams or Quizzes: There will be no makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for documented medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor immediately.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each lab. Students not present at that time will be recorded as absent. *Students missing more than 10% of classes may be prohibited from writing the final exam.*

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects or exams. At the discretion of the instructor, you may complete the work missed or have the work prorated.

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.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

■ Assignment Details

FINAL EXAM – (40%)

The final exam will consist of multiple choice questions and/or written answer questions. It will cover all material covered in the labs and lectures from the beginning of the course to the date of the exam. The final exam may also include specific questions related to the management project.

MANAGEMENT PROJECT-- (40%)

Please see the separate handout for the details of the Management project.

This is a team project. The teams will select two organizations they will study during the term. The organizations must be recognized as well managed companies. They should be "in the news" and/or there should be considerable information about the organizations in the public domain. Selection of organizations must be approved by your lab instructor. Each team will prepare a written report that describes and analyzes the organization based on key topics from the course. There are two due dates for the major sections of the report (at weeks 4 and 9 respectively). The project includes a requirement that team members evaluate each others' contribution.

Assignments – (20%)

Students are responsible for 4 assignments, each worth 5%. Details will be provided in labs.

Weekly Schedule BUSA 2100–Principles of Management

Wk #	Week of	Lecture Topic	Reading/Text & Chapter	Deliverables Due
		DEFINING MANAGERS TERRAIN		
1	Jan. 2-4	Course Introduction	Robbins Ch 1	
2	Jan. 7-11	Organizational Culture and the Environment	Robbins Ch 2	
3	Jan. 14-18	Managing in a Global Environment	Robbins Ch 3	Article 1 – submitted. Team charter, project plan and evaluation form due.
4	Jan. 21-25	Ethics and corporate social responsibility	Robbins Ch 4	Management Projects – Part 1 Due By 4:30 Jan.25
		PLANNING		
5	Jan. 28-Feb.1	Planning	Robbins Ch 6	Discussion of Management Projects
6	Feb. 4-8	Strategy	Robbins Ch 7	Article 2 – submitted.
		ORGANIZING		
7	Feb. 11-15	Organizational Structure & Design	Robbins Ch 9	Evaluation of team members due.
8	Feb. 18-22	Human Resource Management	Robbins Ch 11	Article 3 – submitted.
		CONTROLLING		
9	Feb. 25-29	Foundations of Control	Robbins Ch 15	Management Projects – Due By 4:30 Feb. 29.
10	Mar. 3-7	Final Exam		

*This schedule is subject to change at the discretion of the instructor.