



EFFECTIVE: SEPTEMBER, 2007 CURRICULUM GUIDELINES

A.	Division: Education	Effective Date:	September 2007
B.	Department / Program Area: Commerce & Business Admin. Business Administration	Revision	<input checked="" type="checkbox"/> New Course <input type="checkbox"/>
		If Revision, Section(s) Revised:	N, P
		Date of Previous Revision:	2004-09 C
		Date of Current Revision:	2007-04
C:	BUSN 1210	D:	Management Essentials
	Subject & Course No.		Descriptive Title
			Semester Credits
			3

F: Calendar Description:

This course will introduce the student to managerial principles, methods and skills: understanding organizational structure, planning strategy and operations, controlling and leading. Particular attention will be given to managerial decision-making in a complex society.

<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Lectures and Seminars</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture: 3 Hours Seminar: 1 Hour Total: 4 Hours</p> <p>Number of Weeks per Semester:</p> <p>15 Weeks X 4 Hours per Week = 60 Hours</p>	<p>H: Course Prerequisites:</p> <p>BC Principles of Math 11 and English 12 with a grade of "C" or better.</p> <hr/> <p>I: Course Corequisites:</p> <p>Nil</p> <hr/> <p>J: Course for which this Course is a Prerequisite</p> <p>Nil</p> <hr/> <p>K: Maximum Class Size:</p> <p>35</p>
--	---

L: PLEASE INDICATE:

<input type="checkbox"/>	Non-Credit
<input type="checkbox"/>	College Credit Non-Transfer
<input checked="" type="checkbox"/>	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)

M: Course Objectives / Learning Outcomes

At the end of the course, the successful student should be able to:

1. describe the Canadian Business environment within which management takes place;
2. define and describe the management function processes of planning, organizing, and controlling organizational work activities and how this is accomplished through effective leadership;
3. analyze roles, skill sets and key performance concepts that are essential to managerial success utilizing a range of learning techniques;
4. describe the development of management approaches that have contributed to organizational productivity;
5. analyze and solve management problems;
6. describe the importance of improving the ability of managers to acquire, comprehend, interpret, and utilize relevant knowledge through proper information management;
7. practice business writing and presentation skills.

N: Course Content:

1. Introduction to Business: definition, types, Canadian environment.
2. Information Literacy Skills and Time Management.
3. What is Management and What do Managers do?
4. Evolution of Management: early years, recent years, current trends and issues.
5. Managing the Organizational Environment.
6. Social Responsibility and Managerial Ethics.
7. Decision-Making: the decision-making process, group decision-making.
8. Planning: purposes and types of plans, the strategic management process, levels of strategy, business-level strategic frameworks, competitive strategies (Porter).
9. Organizing: defining organizational structure and design, building the vertical dimension of organizations, building the horizontal structure of organizations, the contingency approach to organizational design.
10. The Human Resource Management Process, Labour Relations.
11. Managing Change: forces of change, resistance to change, techniques for managing change, contemporary issues in managing change, stimulating innovation.
12. Organizational Culture.
13. Organizational Behaviour: explaining and predicting behaviour, attitudes, personality.
14. Groups and Teams: understanding group behaviour, turning groups into effective teams, developing and managing effective teams.
15. Motivation: early theories of motivation, contemporary approaches to motivation, suggestions for motivating employees.

	<p>16. Leadership: behavioural theories, contingency theories, coaching skills.</p> <p>17. Communication and Interpersonal Skills: understanding communication, developing interpersonal skills (active listening, feedback, conflict management, delegation).</p> <p>18. Controlling: the control process, types of control, qualities of an effective control system, information controls.</p> <p>Note: The concepts of TQM and the Contingency Approach should be integrated throughout the content.</p>														
O:	<p>Methods of Instruction</p> <p>Lectures, seminars and case discussions.</p>														
P:	<p>Textbooks and Materials to be chosen from</p> <p>Robbins, Stephen P., Mary Coulter and Nancy Langton. <u>Management</u>, Latest Ed. Prentice Hall Canada Inc.</p> <p>Robbins, Stephen P., Mary Coulter and Nancy Langton. <u>Fundamentals of Management</u>, Latest Ed. Prentice Hall Canada Inc.</p> <p>Jones, G.R., George, J.M., Hill, C. and Langton, N. <u>Essentials of Contemporary Management</u>, Latest Cdn Ed. Toronto: McGraw-Hill Ryerson Ltd.</p> <p>Jones, G.R., George, J.M., Hill, C. and Langton, N. <u>Contemporary Management</u>, Latest Cdn Ed. Toronto: McGraw-Hill Ryerson Ltd.</p> <p><u>Supplemental Materials</u></p>														
Q:	<p>Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Term Examinations</td> <td style="text-align: right;">20%-30%</td> </tr> <tr> <td>Final Examination</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Written Case Study(s)</td> <td style="text-align: right;">10%-20%</td> </tr> <tr> <td>Research Paper(s)</td> <td style="text-align: right;">10%-20%</td> </tr> <tr> <td>Participation</td> <td style="text-align: right;">05%-10%</td> </tr> <tr> <td>Public Presentation</td> <td style="text-align: right;"><u>05%-10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Term Examinations	20%-30%	Final Examination	30%	Written Case Study(s)	10%-20%	Research Paper(s)	10%-20%	Participation	05%-10%	Public Presentation	<u>05%-10%</u>		<u>100%</u>
Term Examinations	20%-30%														
Final Examination	30%														
Written Case Study(s)	10%-20%														
Research Paper(s)	10%-20%														
Participation	05%-10%														
Public Presentation	<u>05%-10%</u>														
	<u>100%</u>														
R:	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>None.</p>														

Course Designer(s): **Laurel Donaldson**

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**