




# Business Administration

Course Number:	<b>BUAD 123</b>
Course Title:	<b>MANAGEMENT PRINCIPLES</b>
Credits:	3
Calendar Description:	A study of the universal functions of management: planning organizing, leading and controlling. This course emphasizes strategic business planning and decision making; organizing resources and work scheduling; leading and motivating individuals and groups to achieve objectives; and controlling worker output and productivity so that goals are achieved effectively and efficiently. <i>(also offered by Distance Education)</i>
Semester and Year:	<b>WINTER 2019</b>
Prerequisite(s):	No
Corequisite(s):	No
Prerequisite to:	BUAD 262, 269, 272, 279, 293, 298, 330, 390
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA & Diploma - Required
Substitutable Courses:	No
Transfer Credit:	PMAC
Special Notes:	
Originally Developed:	1976
EDCO Approval:	April 2003
Chair's Approval:	

**Professors**

Name	Phone number	Office	Email
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Caroline Gilchrist	250-762-5445 Email Only	K: C240C	cgilchrist@okanagan.bc.ca
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Staff			
Staff			

**Learning Outcomes**

Upon completion of this course students will be able to

- explain key management concepts.
- discuss the relationships among the management disciplines of Planning, Organizing, Leading and Controlling.
- identify methods of feedforward, concurrent and feedback control.
- identify the various theories and models of leadership and the bases of power.
- define organizational structure and common forms of departmentalization.
- describe the skills necessary for a career in management.
- demonstrate an ability to work collaboratively in teams.

**Course Objectives**

This course will cover the following content: \*See weekly course schedule

**Evaluation Procedure**

Term Work	25%
Term Project	20%
Mid-term Exam (Exam 1: 15%, Exam 2: 20%)	35%
Final Exam	20%
Total	100%

**Notes****Term Work**

Your term work grade may be calculated from a combination of quizzes, meetings with your professor, participation, in-class work, and homework. Your professor will explain this component of your grade during the first week of classes. There is a direct correlation between attendance in class and a good academic grade. It is highly recommended that students read text materials before classes. Any work missed as a result of failure to attend class is the responsibility of the student.

**Term Project**

The term project will be discussed during the first weeks of class. An electronic copy and/or a hard copy of the project must be submitted (Check with your professor for specifics).

There will be penalties for work submitted late. These penalties will be up to the discretion of the professor. All materials submitted for grading must be professionally presented and WILL be marked for spelling and grammar as well as content.

**Mid-term Exams**

The mid-term exams will be utilize different question types including multiple choice questions, true/false/why questions, short and long-answer questions. These will be based on both the text and topics covered in class.

**Final Exam**

The format of the final will be similar to the mid-term with some comprehensive application case type questions. The majority of the questions will be based on material covered after the mid-term exams.

**Required Texts/Resources**

Fundamentals of Management, Robbins, DeCenzo, Coulter, Anderson. Eighth Canadian Edition

Regular reading of the business section of local and/or national newspapers.

## Course Schedule

Dates		Topic	Textbook
Week of:		Monday, January 7 - Classes Start Monday, February 18 – Family Day (no classes) Tuesday, February 19 - Friday, February 22 – Reading Week (no classes) Friday, April 12 – Last Day of Regular Classes Friday, April 19 – Monday, April 22 – Easter (no classes or exams)	
Jan	7	Intro to Management and Organizations	Ch 1
	14	Intro to Management and Organizations Environmental Constraints on Managers	Ch 1, 2
	21	Planning and Strategic Management <b>Learning Journal 1 Due</b>	Ch 3
	28	Decision Making	Ch 4
Feb	4	Organizational Structure and Design <b>Term Project – Planning Group Written and Oral Reports Due</b>	Ch 5
	11	<b>Midterm Exam 1 – 10% of Final Grade</b>	
	18	<b>Reading Week (no classes)</b>	
	25	Human Resources Management	Ch 7
Mar	4	Understanding Groups and Teams <b>Term Project – Organizing Group Written and Oral Reports Due</b>	Ch 10
	11	Leadership <b>Learning Journal 2 Due</b>	Ch 8
	18	<b>Midterm Exam 2 – 15% of Final Grade</b>	
	25	Motivating Employees <b>Term Project – Leading Group Written and Oral Reports Due</b>	Ch 9
Apr	1	Foundations of Control <b>Term Project – Controlling Group Written Reports Due</b>	Ch 11
	8	<b>Term Project – Final Written Reports and Controlling Oral Reports Due</b>	
Apr	15-29	FINAL EXAM PERIOD	

## SKILLS ACROSS THE BUSINESS CURRICULUM

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## STUDENT CONDUCT AND ACADEMIC HONESTY

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### What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### What is Cheating?

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### What is Plagiarism?

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### What are the Students’ Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.