



# Business Administration

Course Number: **BUAD 123**

Course Title: **MANAGEMENT PRINCIPLES**

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. *(also offered by Distance Education)*

Semester and Year: **FALL 2021**

Prerequisite(s): **No**

Corequisite(s): **No**

Prerequisite to: **BUAD 209, 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: **N/A**

Originally Developed: **1976**

EDCO Approval: **April 2003**

A handwritten signature in black ink, appearing to read "Hempel".

Chair's Approval:

**Professors**

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**Learning Outcomes**

<p>Upon completion of this course students will be able to</p> <ul style="list-style-type: none"> <li>• explain key management concepts.</li> <li>• discuss the relationships among the management disciplines of Planning, Organizing, Leading and Controlling.</li> <li>• identify methods of feedforward, concurrent and feedback control.</li> <li>• identify the various theories and models of leadership and the bases of power.</li> <li>• define organizational structure and common forms of departmentalization.</li> <li>• describe the skills necessary for a career in management.</li> <li>• demonstrate an ability to work collaboratively in teams.</li> </ul>
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**Course Objectives**

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

Term Work	25%
Term Project	25%
Exams	50%
Total	100%

**Notes**

Students must earn at least 60% of the total exam marks to be eligible to pass the course.
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 and is the responsibility of the student.
<p><b>Term Work</b></p> <p>Your term work grade will be calculated from a combination of quizzes, participation, in-class work, and learning journals. Your professor will explain this component of your grade during the first week of classes.</p> <p>Quizzes – 10%</p> <p>Learning journals – 10%</p> <p>Participation – 5%</p>
<p><b>Term Project</b></p> <p>The project is a simulation of managing a golf course. It is worth a total of 25% of your course grade. Further details will be provided by your professor.</p> <p>Simulation tutorials, preparation, and practice – 10%</p> <p>Simulation Team Performance Grade – 15%</p>
<p><b>Exam Marks</b></p> <p>There will be five exams during the semester. The exams can take different forms, but they will be focussed on evaluating the learning outcomes. In-class examinations will be scheduled throughout the semester and are worth 50% of the grade. Students must earn at least <b>60% of the total exam marks</b> to be eligible to pass the course.</p>

**Required Texts/Resources**

<p><b>Principles of Management</b> (BCcampus/OpenStax) This is a FREE textbook. This book has been modified and edited by the professors of this course and will be posted in PDF on Moodle. Students may download it as many times and to as many devices/places as they wish. Print versions will be available from the college for only the cost of printing. If you would like a print copy, please ask your professor for further details.</p> <p><b>Management Simulation</b> (Praxar) <a href="http://www.praxar.com/">www.praxar.com/</a>. Price is approximately \$40 CND. This is a required resource and a link to purchase the simulation will be provided by your instructor.</p>
Regular reading of the business section of local and/or national newspapers.

**Course Schedule (Subject to Change)**

Dates		Topic	Chapter	Other
2021 Week of		Classes Start: Wednesday, September 8 STAT Thursday, September 30 STAT Monday, October 11 STAT Thursday, November 11 & 12 Last day of regularly scheduled Classes: Monday, December 6		
Sep.	8	Intro to class/Textbook access/delivery Introduction to Management	Chp. 1	
	13	Managerial Decision Making	Chp. 2	
	20	Strategic Process and Planning	Chp. 3	Quizzam 1 (Ch.1/2/)
	27	Strategic Analysis Ethics and CSR	Chp. 4 Chp. 5	
Oct..	4	Human Resource Management Library Visit Simulation Introduction – individual preparation begins	Chp. 6	Quizzam 2 (Ch.3/4/5)
	12	No classes Oct. 11th Learning Journal #1 Due Organizational Structure	Chp.7	
	18	Teamwork	Chp.8	
	25	Motivation Library Visit	Chp. 9	Quizzam 3 (Ch.6/7/8)
Nov.	1	Leadership Learning Journal #2 Due	Chp.10	
	8	No classes Nov. 11th and 12th Control Simulation Training	Chp.11	Quizzam 4 (Ch. 9/10)
	15	Communications Simulation Rounds 1-3	Chp. 12	
	22	Simulation Rounds 4-7		Quizzam 5 (Ch.11/12) Presentations
	29	Simulation Round 8		Presentations
Dec	6	Last day of classes Dec. 6th		
		<b>NO FINAL EXAM</b>		

## 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, 7<sup>th</sup> edition (2019)). 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.