




# 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>FALL 2023</b>
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:	No
Originally Developed:	1976
EDCO Approval:	April 2003
Chair's Approval:	

**Professors**

<b>Name</b>	<b>Phone number</b>	<b>Office</b>	<b>Email</b>
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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**

See weekly course schedule below.
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**Evaluation Procedure**

Individual Assignments	25%
Group Related Assignments	25%
Exams	50%
Total	100%

**Notes**

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.

**Individual assignments**

Your term work grade will be calculated from a combination of quizzes, written assignments and participation activities. Your professor will explain this component of your grade during the first week of classes.

**Group related assignments**

Group related assignments may include case studies, simulations, written assignments, and participation activities. Your professor will explain this component of your grade during the first week of classes.

**Exams**

The midterm (20%) and final (30%) exams will be based on both the text and topics covered in class and may include multiple choice questions, true-or-false-and-why questions, and short- and long-answer questions. The final exam will be cumulative, but will focus on material covered after the mid-term. A one-page reference sheet will be allowed in the exams.

**Required Texts/Resources**

***Principles of Management*** (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.

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

**Optional Resources**

***Management Simulation*** (Praxar) [www.praxar.com/](http://www.praxar.com/). The registration fee is approximately \$40. This is a required resource and a link to purchase the simulation will be provided by your instructor.

**Course Schedule (Subject to Change)**

Date		Topic	Textbook
2023 Week of:		Wednesday, September 6: First day of class Friday, September 15: Last day to register for Fall 2023 Monday, Oct. 2, Monday Oct. 9, & Monday, Nov. 13: Statutory Holiday (no classes) Friday, October 27: Last day to withdraw from class without academic penalty Thursday, December 7: Last day of class	<b>Chapter(s):</b>
<b>Sep.</b>	4	Course Introduction / Introduction to Management	1
	11	Managerial Decision Making	2
	18	Strategic Process and Planning <i>Research &amp; Attribution (Guest presenter)</i>	3
	25	Strategic Analysis	4
<b>Oct.</b>	2	Ethics and Corporate Social Responsibility	5
	9	Human Resource Management	6
	16	<b>Mid-Term Exam</b>	
	23	Organizational Structure	7
	30	Teamwork	8
<b>Nov.</b>	6	Motivation	9
	13	Leadership	10
	20	Control	11
	27	Group work	
<b>Dec.</b>	4	Group work / Final exam review	
		<b>FINAL EXAM PERIOD – Dec. 11-20</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.