# Business Administration

## Course Outline

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>BUAD 123</th>
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<tbody>
<tr>
<td>Course Title:</td>
<td>MANAGEMENT PRINCIPLES</td>
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<tr>
<td>Credits:</td>
<td>3</td>
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**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.

**Semester & Year:**
Winter 2009  
(Also offered by Distance Education)

**Prerequisite:**
Engl. 12 (70+) and Math 11 (or Intro Math 11 with minimum B grade or Applications of Math 11 with C+ or better)

**Co-Requisite:**
None

**Prerequisite To:**
BUAD 262, 269, 279, 293, 298, 330

**Final Exam:**
Yes

**Hours Per Week:**
3

**Graduation Requirement:**
Required – BBA & Diploma, all options

**Substitutable Courses:**
None

**Transfer Credit:**
PMAC

**Special Notes:**

**Development Date:**
May 2000

**Revision Date:**
June 2008

**Department Chair’s Signature:** (Approval on file)
PROFESSORS:

Kerry Rempel* 762-5445 #4779 Kelowna: L323A krempel@okanagan.bc.ca
David Raye #4744 Kelowna: B216F draye@okanagan.bc.ca

COURSE DESCRIPTION:
This course is designed to introduce students to the concepts and principles of management and to prepare them for their future role as business administrators. The course aims at answering the questions: What is Management? What managers do? How does one manage an organization effectively and efficiently? The course content covers the four fundamental management functions: Planning, Organizing, Leading and Controlling. Written and oral communication skills are an integral part of this course and are evaluated in all your work.

REQUIRED TEXTS:
Regular reading of the business section of local and/or National newspapers

EVALUATION PROCEDURE:

Term Work ............................................ 20%
Term Project ......................................... 20%
Mid-term Exam .................................... 25%
Final Exam .......................................... 35%
Total .................................................... 100%

Examinations:
Mid-term Exam: The mid-term exam will be approximately 20-25% multiple choice and true or false questions and 75-80% short and long-answer questions. All questions will be based on the text and on topics covered in class.

Final Exam: The format of the final will be the same as that of the mid-term. The majority of the questions will be based on material covered after the mid-term, but there may be some comprehensive questions.

Term Project:
• The term project will be discussed and distributed following the mid-term exam.
• An electronic copy and a hard copy of the project must be submitted.

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.
Note: There will be a 10% per day loss of total potential marks for late work up to a maximum of 5 days. After 5 days, the work will NOT be accepted for grading. All materials submitted for grading must be professionally presented and WILL be marked for spelling and grammar as well as content.
## COURSE SCHEDULE:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Text</th>
<th>Deliverables</th>
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<tbody>
<tr>
<td>Jan 5</td>
<td>Classes begin</td>
<td></td>
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<tr>
<td>Feb 16 to 20</td>
<td>Reading Break</td>
<td></td>
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<tr>
<td>Apr 10</td>
<td>Good Friday (no class)</td>
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<tr>
<td>Apr 13</td>
<td>Easter Monday (no class)</td>
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<tr>
<td>Apr 14</td>
<td>Day reserved for makeup Friday (no Tues classes)</td>
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<tr>
<td>1</td>
<td>Introduction to Management Managers and What They Do</td>
<td>Ch 1</td>
<td></td>
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<tr>
<td>2</td>
<td>Organizational Environments &amp; Cultures</td>
<td>Ch 2</td>
<td>Quizzes (Ch 1 &amp; 2) Library Tour/Overview</td>
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<tr>
<td>3</td>
<td>Planning</td>
<td>Ch 4</td>
<td>Quiz (Ch 4)</td>
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<tr>
<td>4</td>
<td>Decision-making</td>
<td>Ch 6</td>
<td>Quiz (Ch 6)</td>
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<tr>
<td>5</td>
<td>Control</td>
<td>Ch 7</td>
<td>Quiz (Ch 7)</td>
</tr>
<tr>
<td>6</td>
<td>Organizational Strategy</td>
<td>Ch 9</td>
<td>Quiz (Ch 9)</td>
</tr>
<tr>
<td>7</td>
<td>Organizational Structures</td>
<td>Ch 11</td>
<td>Quiz (Ch 11)</td>
</tr>
<tr>
<td>8</td>
<td>Review MID-TERM EXAM</td>
<td></td>
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<tr>
<td>9</td>
<td>Managing Teams</td>
<td>Ch 12</td>
<td>Quiz (Ch 12) Team Charter due</td>
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<tr>
<td>10</td>
<td>Managing Human Resource Systems</td>
<td>Ch 13</td>
<td>Quiz (Ch 13) Library Presentation Proposal due</td>
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<tr>
<td>11</td>
<td>Managing Service &amp; Manufacturing Operations</td>
<td>Ch 14</td>
<td>Quiz (Ch 14, 408-19)</td>
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<tr>
<td>12</td>
<td>Motivation &amp; Leadership</td>
<td>Ch 15</td>
<td>Quiz (Ch 15)</td>
</tr>
<tr>
<td>13</td>
<td>Managing Communication</td>
<td>Ch 16</td>
<td>Quiz (Ch 16, 481-94)</td>
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<tr>
<td>14</td>
<td>Ethics &amp; Social Responsibility Final Exam Review</td>
<td>Ch 3</td>
<td>Quiz (Ch 3) Project Part due</td>
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<tr>
<td>Apr</td>
<td>17 - 28</td>
<td>FINAL EXAM PERIOD</td>
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SKILLS ACROSS THE BUSINESS CURRICULUM

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

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 (page 155), which is available in printed and online format 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, 5th edition (2001). 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 or expulsion from OC.