

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. <i>(also offered by Distance Education)</i>
Semester and Year:	Fall 2016
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

Signature

Professors

Name	Phone number	Office	Email
Sheilagh Seaton			

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 Exam

The mid-term exam 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

Course Schedule

Dates	Topic	Textbook
		

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

examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study 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?

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

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?

Plagia

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.

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.

without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an

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. Students must acknowledge the sources of information used on all their a