

Business Administration

Course Number:

BUAD 123

Course Title:

MANAGEMENT PRINCIPLES April 2003

Chair's Approval:

Devi Rubadeau

Professors

| Name | Phone number | Office | Email |
|---|-------------------------------|---------------|----------------------------------|
| Patrick Schryburt (Course Captain) | 250-762-5445 x4456 | E218 | pschryburt@okanagan.bc.ca |
| Danielle Robinson | x4172 | E225 | drobinson@okanagan.bc.ca |
| Susan Thomas | X4097 | B141 | stthomas@okanagan.bc.ca |
| TBD | | | |
| Nathanael Massey | x4291 | E219 | nmassey@okanagan.bc.ca |
| Caroline Gilchrist | x6289 | V | cgilchrist@okanagan.bc.ca |
| Louise Wallace | x6339 | SA005B | lwallace@okanagan.bc.ca |
| Len Youden | | | |
| Andrew Klingel | x2230 | V327 | aklingel@okanagan.bc.ca |

Learning Outcomes

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| <p>Upon completion of this course students will be able to</p> <ul style="list-style-type: none"> • 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. |
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Course Objectives

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| See weekly course schedule below. |
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Evaluation Procedure

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| 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  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/. 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 |
|--------------------------|--|----------|
| <p>2023 Week of:</p> | <p>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)</p> | |

