



# 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>WINTER 2019</b>
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





**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 Exams**

The mid-term exams 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 questions. The majority of the questions will be based on material covered after the mid-term exams.

**Required Texts/Resources**

Fundamentals of Management, Robbins, DeCenzo, Coulter, Anderson. Eighth Canadian Edition

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

## Course Schedule

Week of:			
		Monday, January 7 - Classes Start Monday, February 18 Family Day (no classes) Tuesday, February 19 - Friday, February 22 Reading Week (no classes) Friday, April 12 Last Day of Regular Classes Friday, April 19 Monday, April 22 Easter (no classes or exams)	
Jan	7	Intro to Management and Organizations	Ch 1
	14	Intro to Management and Organizations Environmental Constraints on Managers	Ch 1, 2
	21	Planning and Strategic Management <b>Learning Journal 1 Due</b>	Ch 3
	28	Decision Making	Ch 4
Feb	4	Organizational Structure and Design	

## **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?**

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

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.