




# 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 2018</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
Chair's Approval:	





## Course Schedule

Week of:		Wednesday Jan 3 Classes Begin Monday Feb 12 Family Day – <i>no classes</i> Tuesday Feb 13 to Feb 16 Mid-semester Study Break – <i>no classes</i> Friday Mar 30 to Monday April 2 Easter – <i>no classes</i> Thursday Apr 12 Last Day of Regularly-scheduled Classes	
Jan	1-5	Intro to Management and Organizations	Ch 1
	8-12	Intro to Management and Organizations Environmental Constraints on Managers	Ch 1, 2
	15-19	Planning and Strategic Management Library Presentation #1	Ch 3
	22-26	Decision Making Journal Entry #1 Due : Management skills	Ch 4
Jan- Feb	29-2	Project Presentations – 5%	
	5-9	Midterm exam 1 Organizational Structure and Design	Ch 5
	12-16	Study break – no class	
	19-23	Organizational Structure and Design Human resource management	Ch 5 + Ch 7
Feb Mar	26-2	Understanding Groups and Teams	Ch 10
	5-9	Library Presentation #2	Midterm Exam 2
	12-16	Leadership	Ch 8
	19-23	Leadership Journal Entry #2 Due – Groups and Teams Project Team Reflection Due – 5%	Ch 8
	26-30	Motivating Employees	Ch 9
Apr	2-6	Foundations of Control	Ch 11
	9-13	Journal Entry #3 Due – Four Pillars of Management Final Exam Prep	
	16-26	Final Exam Period	

## **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