

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. (also offered by Distance Education)
Semester and Year:	Fall 2015
Prerequisite(s):	No
Corequisite(s):	No
Prerequisite to:	BUAD 262, 269, 272, 279, 293, 298, 330, 390
Final Exam:	Yes
Hours per week:	3

Professors

Name

Evaluation Procedure

Term Work	25%
Term Project	20%
Mid-term Exam	25%
Final Exam	30%
Total	100%

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

Required Texts/Resources

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

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

Course Schedule

Date		Topic	Textbook
Week of:		Tues. Sept 8 College-wide Orientation Day Wed. Sept 9 Classes begin Mon. Oct 12 Thanksgiving Day – no classes Wed. Nov 11 Remembrance Day – no classes Thur. Dec 10 Last day of regularly scheduled classes	
Sept	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	Ch 3
	28	Decision Making Team Charter Due	Ch 4
Oct	5	Decision Making Foundations of Control Proposal Due	Ch 4, 11
	12	Foundations of Control	Ch 11
	19	Mid-term Exam/Exam Prep	
	26	Organizational Structure and Design Library Presentation #1	Ch 5
Nov	2	Human Resource Management	Ch 7
	9	Human Resource Management Understanding Groups and Teams Library Presentation #2	Ch 7, 10
	16	Understanding Groups and Teams	Ch 10
	23	Leadership Library Presentation #3 Project Draft Due	Ch 8
	30	Leadership Motivating Employees	Ch 8, 9
Dec	7	Motivating Employees Project Due	Ch 9
Dec	12 - 22	Final Exam Period	

