

**COURSE CODE:** BUAD 123

**COURSE TITLE:** Management Principles

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## **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 (*Education*).

**Prerequisite(s):** None

**Co-requisite(s):** None

**Prerequisite For:** BUAD 209, 262, 269, 272, 279, 293, 298, 330, 390

**Substitutable Courses:** None

**Graduation Requirement:** BBA & Diploma - Required

**Transfer Credit:** PMAC

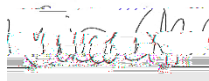
**Special Notes:** None

**Credits:** 3

**Hours per Week:** 6

**Originally Developed:** 1976

**EDCO Approval:** April 2003



## Learning Outcomes

Outcome	Upon completion of this course students will be able to:
1	<b>Explain key management concepts.</b>
2	<b>Discuss the relationships among the management disciplines of Planning, Organizing, Leading and Controlling.</b>
3	<b>Identify methods of feedforward, concurrent and feedback control.</b>
4	<b>Identify the various theories and models of leadership and the bases of power.</b>
5	<b>Define organizational structure and common forms of departmentalization.</b>
6	<b>Describe the skills necessary for a career in management.</b>
7	<b>Demonstrate an ability to work collaboratively in teams.</b>

## Course Objectives

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**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 mostly focus on material covered after the mid-term.

## Course Schedule

(Subject to change at the discretion of the professor.)

Date	Topic	Textbook
<b>2024:</b>	Monday, May 13, First day of class Friday, May 17, Last day to register for Summer Session I 2024 Wednesday, May 29, Last day to withdraw from class without academic penalty Friday, June 21, Last day of class	

## 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 (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 students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and 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.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can 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.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **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](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.