



Principles of Management – MGMT 204 Business Management Program

Course Outline

COURSE IMPLEMENTATION DATE: Pre 1998
OUTLINE EFFECTIVE DATE: September 2020
COURSE OUTLINE REVIEW DATE: March 2025

GENERAL COURSE DESCRIPTION:

This course provides an overview of management. It covers theory, process and practice of the four fundamental management skills: Planning, Organizing, Leading and Controlling, as well as the role of managers in organizations.

Program Information: This course is required for the General Management program in Business Management and the Tourism and Recreation Management program. It may be used as an elective in other Business Management programs.

Delivery: This course is delivered face-to-face and online.

COTR Credits: 3

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

Department Head
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Department Head Signature

Dean Signature

EDCO

Valid from: September 2020 – March 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency information on the College Website).

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, or Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: BUAD 104 ⇔⇔ MGMT 204

Date changed: June 2010

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Robbins, S.P., DeCenzo, D., Coulter, M., & Anderson, N. (2015). *Fundamentals of Management*, (8th Canadian ed.): Pearson.

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

Knowledge

- define the nature of Canadian business and identify its main goals;
- describe different types of global economic systems;
- describe the basic functions of management and the different types and levels of management;
- describe the basic management skills and activities;
- understand the role of management in making business decisions;
- identify elements of private enterprise and explain the various types of competition in the Canadian economic system;
- define social responsibility and understand the benefits and costs of this goal;
- define sustainability and identify what organizations can do to incorporate sustainability;
- identify stakeholders in organization;
- recognize functions of Human Resource Management and how they are interrelated; and
- identify the different levels of authority and responsibility and the decision making approaches within an organization.

Comprehension

- use management terms as they relate to business situations;
- recognize environmental factors that influence business including the economic, technological, political-legal and socio-cultural environments;
- develop personal codes of ethics and see how they influence organization;
- identify components of corporate culture and why it is important;
- explain how organizations can be structured according to specialization department; and
- identify strategic significance of Human Resource Management to the organization and Human Resource Management's role in sustainability.

Application

- understand and apply management principles and concepts as they apply to business situations;
- through case studies and in class discussions, apply the concept of social responsibility to both the environment and to the stakeholders of the firm; and
- prepare an implementation plan for a social responsibility program in a sample company. Cover the four areas of responsibility including: the environment, customers, employees and investors.

Analysis

- critically evaluate business situations and information; and
- show the relationship between social responsibility and ethics and the business and explain how these concepts can affect the business.

Teamwork and communication

- communicate and collaborate to work effectively within a group.
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COURSE TOPICS:**Introduction**

- The complexities of managing business in the 21st century
- The changing environment of management
- Ethics, diversity, culture and social responsibility in management
- Options in managing entrepreneurial organizations

Planning

- Components of decision-making
- Planning and setting of organizational objectives
- Strategic management

Organizing

- Fundamentals and design of organizational structures
- Staffing and Human Resource Management

Leading

- The process of being a leader
- Influence individual behavior and motivation
- Communication skills
- Leading groups and teams
- Leading organizational change

Controlling

- Controlling and building commitment

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT - Face-to-Face Delivery:

Assignments	% Of Total Grade
Assignment(s)/Class Works	10%
Quizzes	10%
Projects/Case Studies	10%
Midterm	35%
Final Exam	<u>35%</u>
Total	100%

EVALUATION AND ASSESSMENT - Online Delivery:

Assignments	% Of Total Grade
Assignment(s)	10%
Quizzes	10%
Midterm	35%
Final Exam	35%
Participation in Online Discussions	<u>10%</u>
Total	100%

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

Certificate and diploma students are required to maintain a minimum course grade of C- (55%) in all program courses. BBA students are required to maintain a minimum course grade of C (60%) and an average course grade of C+ in all program courses that contribute to the BBA.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.