

Course Information

Date:

MAY 1997

A: DIVISION:

INSTRUCTIONAL

New Course:

Division: CIVIL AND BUSINESS

ADMINISTRATION

Revision of Course

MAY 1994

Program:

BUSINESS ADMINISTRATION

Information form

T ESSENTIALS

E:

3

C:

BUSN-210

D:

MANAGEMENT

ive Title

Semester Credit

Subject & Course No.

Descrip

or Revisions:

F:

structure, planning, strategy and operations. Particular attention will be given to organizational controlling and leading. Particular attention will be given to

Course Name: BUSN 210 MANAGEMENT ESSENTIALS

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BOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS

TEXT

7. Decision-Making: the decision-making process, group decision-making.

8. Planning: purposes and types of plans, strategic planning, business-level strategic frameworks, competitive strategies (Porter).

9. Organizing: defining organizational structure and design, building the vertical dimension of organizations, building the horizontal structure of organizations, the contingency approach to organizational design.

10. The Human Resource Management: managing human resources, managing change, managing diversity.

11. Managing Change: forces of change, organizational inertia and resistance to change, techniques for managing change, contemporary issues in managing change, stimulating innovation.

12. Organizational Behaviour: explaining and predicting behaviour, perception, attitudes, personality.

13. Groups and Teams: understanding group behaviour, developing and managing effective teams.

14. Motivation: early theories of motivation, contemporary approaches to motivation.

**R: COURSE EVALUATION**

Term Examinations

20%-30%

Final Examination

30%

|                     |         |                       |         |
|---------------------|---------|-----------------------|---------|
| Research Paper(s)   | 10%-20% | Written Case Study(s) | 10%-20% |
| Participation       | 5%-10%  |                       |         |
| Public Presentation | 5%-10%  |                       |         |