

Date: **JUNE 1996** A: Division: **INSTRUCTION**
 New Course: **ADMIN 320** B: Faculty: **COMMERCIAL ADMINISTRATION**

Revision of Course **JUNE 1991** Program: **ADMINISTRATION**
 Information form:

Subject & Course No: **ADMIN 320** Descriptive Title: **ORGANIZATIONAL MANAGEMENT SKILLS**

necessary skills in preparation for a career in organizational management. You learn to manage people and resources, and to acquire critical management skills, including communications, managing conflict, and building.

Type of Instruction: Hrs per week: **3** Course Prerequisites: **BUSN 210**
 Laboratory: Hrs. **3**
 Seminar: Hrs. **3**
 Clinical Experience: Hrs. **3**
 Field Experience: Hrs. **3**

Course Corequisites: **nil**
 Practicum: Hrs. **3**
 Shop: Hrs. **0**
 Studio: Hrs. **0**
 Other (Specify): **0**
 Total: **3** Maximum Class Size: **35**

Transfer: X
 Transfer:
 Non-Credit:
 M: Transfer Credit: Requested: X
 Granted:
 Specify Course Equivalents or Unassigned Credit as appropriate:
 BCOU ADMIN 320
 SFU BUS 272
 UBC COMM 292
 UNBC COMM 230
 UVIC COM 205, COM 220
 Other:

R. Mackinnon
 Vice-President/Instructor: **J. McKendry**
 Registrar: **P. Angus**
 Course Designer(s): **J. Angus**
 Dean: **J. Angus**

N. TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS

4. Group Skills:

delegating work.

definition of teamwork, stages of team development, conducting

team meetings.

empowerment, Team building

Q: METHOD OF INSTRUCTION

1. Lectures

2. Group case studies, seminars, and projects

3. Group experiential exercises

R: COURSE EVALUATION

40%

30%

10%

20%

100%

Term exams (2)

Case Studies (2)

Oral presentation

Participation