

# COURSE SYLLABUS



COURSE TITLE: Business 150 – Introduction to Management  
CLASS SECTION: Sec 01 – Wednesday & Friday 8:30am – 10:20am  
LOCATION: CBA 212  
TERM: Winter 2024  
COURSE CREDITS: 3 credits  
DELIVERY METHOD(S): Face-to-face lecture; exams in computer lab

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

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## ***Mandatory Attendance for First Class***

This section of BUS 150 requires mandatory attendance for the first class of the course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under [“Registration Policies for Students” Registration Policies for Students | Camosun College](#)

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## INSTRUCTOR DETAILS

NAME: Scott Bradford  
EMAIL: [bradfords@camosun.ca](mailto:bradfords@camosun.ca)  
OFFICE: CBA 235  
HOURS: Before or after class or by appointment (virtual office hours also available)

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

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## CALENDAR DESCRIPTION

The application of key principles and theories of management is critical to the success of contemporary organizations. In this course, learners will acquire a solid understanding of foundational management theory and its application to strategic planning, organizational structures, leadership, and motivation. Through opportunities to apply these principles and theories, learners will also develop decision-making and team/group process skills.

## PREREQUISITE(S)

One of:

- C in [English 12](#)
- C in [Camosun Alternative](#)

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course, learners will be able to:

1. Articulate the key principles, concepts, and functions of management theory as they apply to contemporary organizations
  - Explain the significance and role of ethics, social responsibility, and sustainability in organizations
  - Describe the strategic planning process and key elements in organizational structures
  - Apply leadership and motivation theories and concepts
  - Explain the control management process and the importance of monitoring and evaluating standards to achieve organizational goals
2. Apply group process skills to work effectively in a team
  - Demonstrate appropriate and productive team behaviours
  - Reflect on the ways diversity affects group and organizational effectiveness
3. Apply decision-making models to organizational challenges and opportunities

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

DeCenzo, D.A., Coulter, M., & Anderson, I. (2021). *Revel fundamentals of management, (9e Canada version)*. Pearson.

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### Getting Started with REVEL:

1. Enter your **Course Invite Link**: <https://console.pearson.com/enrollment/dxbkrd>
2. **Sign in** if you have used a Pearson product before OR **Create a new account**
3. Select your access option
  - a) **“Get 14-day temporary access”** if you want to review this resource first before committing to this course
  - b) **“Redeem access code”** you purchased from the bookstore
  - c) **“Purchase materials”** with a credit card or PayPal account
4. Future Log-ins from <http://console.pearson.com>

### Need help?

- Visit <https://www.pearson.com/ca/en/higher-education/get-started/faq.html> for FAQs, guides, and resources.
- For more information about Revel, check out <https://www.pearsonhighered.com/revel/>
- **Technical support**: <https://support.pearson.com/getsupport/s/contactsupport>

### Bookstore:

<https://www.campusbookstore.com/integration/AccessCodes/default.aspx?permalinkId=8ce6f596-5cde-4bff-821e-28955c793599&frame=YES&t=permalink>

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

| WEEK  | TOPIC/READINGS   | ACTIVITY CHECKLIST   | Submit all assignments in D2L<br><b>ASSIGNMENTS</b>   |
|---|--|--|---|
| Week 1<br>Jan 8 – 14  | Chapter 1:<br>Introduction to<br>Management and<br>Organizations | <input type="checkbox"/> Course and Revel overview<br><input type="checkbox"/> Introduction to the Circle of<br>Courage<br><input type="checkbox"/> Chapter 1 discussion<br><input type="checkbox"/> <b>Purchase the e-text and read<br/>Chapter 1</b> | Read and complete the<br><b>Chapter 1 Revel activities<br/>due: Jan 16<sup>th</sup> by 11:59 pm</b>   |
| Week 2<br>Jan 15 – 21<br><i>Withdraw by Jan<br/>14 to receive an<br/>80% tuition<br/>refund</i> | Chapter 2:<br>Environmental<br>Constraints on<br>Managers        | <input type="checkbox"/> Chapter 2 discussion<br><input type="checkbox"/> APA discussion<br><input type="checkbox"/> Review the Assignment 1<br>resources in D2L for next week   | Read and complete the<br><b>Chapter 2 Revel activities<br/>due: Jan 16<sup>th</sup> by 11:59 pm</b><br><br>Fisher Personality: submit<br>your results in Assignments<br><b>Due: Jan 19<sup>th</sup> by 11:59 pm</b>   |
| Week 3<br>Jan 22 – 28   | Chapter 8:<br>Understanding<br>Groups and Teams                  | <input type="checkbox"/> Chapter 8 discussion<br><input type="checkbox"/> Teams formed, team contract,<br>and Assignment 1 discussion<br><input type="checkbox"/> What is CamSTAR?   | Read and complete the<br><b>Chapter 8 Revel activities<br/>due: Jan 23<sup>rd</sup> by 11:59 pm</b>   |
| Week 4<br>Jan 29 – Feb 4  | Chapter 3 -<br>Decision Making                                   | <input type="checkbox"/> Chapter 3 discussion<br><input type="checkbox"/> Finalize Assignment 1 team<br>contracts<br><input type="checkbox"/> <b>Exam Review: Chapters 1-3</b>   | Read and complete the<br><b>Chapter 3 Revel activities<br/>due: Jan 30<sup>th</sup> by 11:59 pm</b><br><br>Team Contract due: <b>Feb 6<sup>th</sup><br/>by 11:59 pm</b>   |
| Week 5<br>Feb 5 – 11  | Exam 1 and time<br>to work on<br>Assignment 1                    | <input type="checkbox"/> Exam 1<br><input type="checkbox"/> In-class time to work on<br>Assignment 1   | <b>EXAM 1 Chapters 1-3 on<br/>Feb 7<sup>th</sup> in Room (TBA)</b><br><br>APA Quiz due: <b>Feb 12<sup>th</sup> by<br/>11:59 pm</b>  |
| Week 6<br>Feb 12 – 18   | Chapter 4:<br>Planning and<br>Strategic<br>Management            | <input type="checkbox"/> What's your STAR story?<br><input type="checkbox"/> Chapter 4 discussion  | Read and complete the<br><b>Chapter 4 Revel activities<br/>due: Feb 13<sup>th</sup> by 11:59 pm</b><br><br><b>Assign. 1: Team product and<br/>team discovery summary<br/>Due: Feb 19<sup>th</sup> by 11:59 pm</b><br><b>Self-reflections due: Feb 21<sup>th</sup><br/>by 11:59 pm</b> |
| Week 7<br>Feb 19 – 25<br>Reading Week<br><i>Feb 19 – Family Day<br/>– College Closed</i>        |  | <input type="checkbox"/> <b>READING BREAK – NO<br/>CLASSES</b>   |   |

| WEEK  | TOPIC/READINGS   | ACTIVITY CHECKLIST  | Submit all assignments in D2L ASSIGNMENTS  |
|---|--|---|--|
| Week 8<br>Feb 26 – Mar 3  | Chapter 5:<br>Organizational<br>Structure & Design                   | <input type="checkbox"/> Chapter 5 discussion   | Read and complete the<br><b>Chapter 5 Revel activities<br/>due: Feb 27<sup>th</sup> by 11:59 pm</b><br><b>Assignment 2: Choose team<br/>preference by Mar 5<sup>th</sup></b>   |
| Week 9<br>Mar 4 – 10  | Chapter 10:<br>Leadership  | <input type="checkbox"/> Chapter 10 discussion<br><input type="checkbox"/> Assignment 2 discussion;<br>teams formed<br><input type="checkbox"/> <b>Exam Review: Chapters<br/>4,5,10 &amp; 9</b>                                   | Read and complete the<br><b>Chapter 10 Revel activities<br/>due: Mar 5<sup>th</sup> by 11:59 pm</b>  |
| Week 10<br>Mar 11 – 17  | Exam 2 and<br>Chapter 9:<br>Motivating and<br>Rewarding<br>Employees | <input type="checkbox"/> Exam 2<br><input type="checkbox"/> Chapter 9 discussion  | Read and complete the<br><b>Chapter 9 Revel activities<br/>due: Mar 12<sup>th</sup> by 11:59 pm</b><br><br><b>Exam 2: Chapters 4, 5, 10<br/>and 9 on Mar 13<sup>th</sup> in Room<br/>(TBA)</b>   |
| Week 11<br>Mar 18 – 24  | Chapter 6: Human<br>Resource<br>Management                           | <input type="checkbox"/> Chapter 6 discussion<br><input type="checkbox"/> Work on Assignment 2  | Read and complete the<br><b>Chapter 6 Revel activities<br/>due: Mar 19<sup>th</sup> by 11:59 pm</b>  |
| Week 12<br>Mar 25 – 31<br><i>Mar 29 – Good Friday<br/>– College Closed</i>    | Chapter 7:<br>Managing<br>Innovation and<br>Change                   | <input type="checkbox"/> Chapter 7 discussion   | Read and complete the<br><b>Chapter 7 Revel activities<br/>due: Mar 26<sup>th</sup> by 11:59 pm</b><br><br><b>Assignment 2 due: April 1st<br/>by 11:59 pm</b><br><br><b>Peer evaluation and self-<br/>reflection due Apr 3rd by<br/>11:59 pm</b> |
| Week 13<br>Apr 1 – 7<br><i>Apr 1 – Easter<br/>Monday – College<br/>Closed</i> | Chapter 12:<br>Foundations of<br>Control                             | <input type="checkbox"/> Assignment 2 round table<br>discussions of your leaders<br>and individual takeaways<br><input type="checkbox"/> Sharing/development of STAR<br>stories<br><input type="checkbox"/> Chapter 12 discussion | Read and complete the<br><b>Chapter 12 Revel activities<br/>due: Apr 2<sup>st</sup> by 11:59 pm</b>  |
| Week 14<br>Apr 8 – 14   | Chapter 13:<br>Operations<br>Management                              | <input type="checkbox"/> Chapter 13 discussion<br><input type="checkbox"/> <b>Exam Review: Chapters 6, 7,<br/>12, &amp; 13</b>  | Read and complete the<br><b>Chapter 13 Revel activities<br/>due: Apr 9<sup>th</sup> by 11:59 pm</b>  |
| Apr 15 – 21   | <b>Exam 3 will be scheduled during exam week</b>                     |   |  |

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

| DESCRIPTION   | WEIGHTING  |
|---|--|
| <b>Team Assignments (35%)</b><br><b>Assignment 1 - Team Discovery Assignment</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Team Contract (3%)</li> <li><input type="checkbox"/> Team product and Team Discovery Summary (15%)</li> <li><input type="checkbox"/> Individual team evaluation and self-reflection (2%)</li> </ul>  | 20%  |
| <b>Assignment 2 – Management Perspectives on Leading &amp; Motivation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Team Summary Report (13%)</li> <li><input type="checkbox"/> Team evaluation and self-reflection (2%)</li> </ul>   | 15%  |
| <b>Exams (45%)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> APA Quiz</li> <li><input type="checkbox"/> Exam 1</li> <li><input type="checkbox"/> Exam 2</li> <li><input type="checkbox"/> Exam 3 (during exam week)</li> </ul>  | 3%<br>12%<br>15%<br>15%                                    |
| <b>Activities (20%)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Revel chapter activities</li> <li><input type="checkbox"/> Participation/Activities/Discussions</li> </ul>  | 10%<br>10%   |
| <p>If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the <a href="#">Grade Review and Appeals</a> policy for more information.<br/> <a href="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf</a></p> | <p style="text-align: right;"><b>TOTAL</b></p> <p>100%</p> |

## COURSE GUIDELINES & EXPECTATIONS

Assignment formatting. The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College citation guides: <http://camosun.ca.libguides.com/apa7>

- Submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College's Academic Integrity Policy. See Camosun's (2021) policy at: <https://legacy.camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf>.

Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.
- If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.**

## SCHOOL OR DEPARTMENTAL INFORMATION

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The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

Camosun College School of Business (2016) Academic Honesty Guidelines from:  
<http://camosun.ca/learn/school/business/current-students/documents/Academic-Honesty-Guidelines.pdf>.

**Deadlines, exams, and assignments.** You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a. **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b. Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

**Final exams:** Students are expected to write tests and final exams at the scheduled time and place. In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. **Holidays or scheduled flights are not considered emergencies.** The student may be required to provide verification of the emergency circumstance. See Camosun College (2018) Final Examinations from: <http://camosun.ca/learn/calendar/current/procedures.html#academic>.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

| Support Service                     | Website   |
|-------------------------------------|---|
| Academic Advising                   | <a href="http://camosun.ca/advising">http://camosun.ca/advising</a>                       |
| Accessible Learning                 | <a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a> |
| Counselling                         | <a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>                 |
| Career Services                     | <a href="http://camosun.ca/coop">http://camosun.ca/coop</a>                               |
| Financial Aid and Awards            | <a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>               |
| Help Centres (Math/English/Science) | <a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>               |
| Indigenous Student Support          | <a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>                   |
| International Student Support       | <a href="http://camosun.ca/international/">http://camosun.ca/international/</a>           |
| Learning Skills                     | <a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>           |
| Library                             | <a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>     |
| Office of Student Support           | <a href="http://camosun.ca/oss">http://camosun.ca/oss</a>                                 |
| Ombudsperson                        | <a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>                           |
| Registration                        | <a href="http://camosun.ca/registration">http://camosun.ca/registration</a>               |
| Technology Support                  | <a href="http://camosun.ca/its">http://camosun.ca/its</a>                                 |
| Writing Centre                      | <a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>           |

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.



### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

| Percentage | Grade | Description   | Grade Point Equivalency |
|------------|-------|---|-------------------------|
| 90-100     | A+    |   | 9                       |
| 85-89      | A     |   | 8                       |
| 80-84      | A-    |   | 7                       |
| 77-79      | B+    |   | 6                       |
| 73-76      | B     |   | 5                       |
| 70-72      | B-    |   | 4                       |
| 65-69      | C+    |   | 3                       |
| 60-64      | C     |   | 2                       |
| 50-59      | D     | Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite. | 1                       |
| 0-49       | F     | Minimum level has not been achieved.  | 0                       |

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841.



### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.