

# COURSE SYLLABUS



COURSE TITLE:	BUS 150 Introduction to Management
CLASS SECTION:	<b>Section 002; 8:30 – 10:20 am</b> <b>Tuesdays in CBA 213 and Thursdays in CBA 283</b>
TERM:	Winter 2022
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 W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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*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 explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME:	<b>Halinka Szwender</b>
EMAIL:	<a href="mailto:szwender@camosun.ca">szwender@camosun.ca</a>
OFFICE:	CBA 258
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.*

## CALENDAR DESCRIPTION

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This course focuses on the principles of management in contemporary organizations. Basic theoretical foundations are applied to management issues such as strategic planning, contemporary organizational structures, leadership, human resource considerations and current approaches to monitoring organizational performance. Learners will have the opportunity to apply the principles discussed to local organizations. Learners will also develop skills in decision-making and learning strategies, time management, project management and group process.

## 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, the learner will be able to:

- 1) Demonstrate an understanding of the concepts, principles and issues related to management theory
  - Describe the four functions of management
  - Demonstrate an understanding of business ethics, corporate social responsibility and sustainability
  - Describe decision-making models and their relevance to management
  - Describe the important connection between management and human resources
- 2) Demonstrate the ability to apply leadership and motivation concepts to an identifiable local leader
  - Analyze leadership styles and approaches used by the leader
  - Apply motivation theory and describe the leader's approach to motivating staff
- 3) Work effectively in a team
  - Demonstrate appropriate and productive team roles and behaviours, and team decision-making approaches
- 4) Use the decision making model to analyze and make recommendations for resolution of a business problem

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Robbins, S.P., DeCenzo, D.A., Coulter, M., & Anderson, I. (2019). *Fundamentals of management*, (ninth Canadian edition). Pearson.

### Getting Started with REVEL:

1. Enter your Course Invite Link: <https://console.pearson.com/enrollment/loo8gc>
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>

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 or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
January 10-14	<ul style="list-style-type: none"> <li>▪ Course and Revel overview</li> <li>▪ Chapter 1 discussion</li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase the e-text and read chapter 1</li> <li><input type="checkbox"/> Complete the <b>Chapter 1 Revel activities by 11:00 pm on the posted due date</b></li> <li><input type="checkbox"/> Read chapter 2 and complete the <b>Chapter 2 Revel activities by 11:00 pm on the posted due date</b></li> </ul>	Chapter 1 Introduction to Management and Organizations
January 17-21	<ul style="list-style-type: none"> <li>▪ Chapter 2 discussion</li> <li>▪ APA Discussion</li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Fisher Personality: submit your results in Assignments DUE: January 18</b></li> <li><input type="checkbox"/> Read chapter 8 and complete the <b>Chapter 8 Revel activities by 11:00 pm on the posted due date</b></li> <li><input type="checkbox"/> Review the Assignment 1 resources in D2L for next week</li> </ul>	Chapter 2 Environmental Constraints on Managers
January 24-28	<ul style="list-style-type: none"> <li>▪ Chapter 8 discussion</li> <li>▪ Teams formed, team contract, and Assignment 1 discussion</li> <li>▪ Introduction to <b>CamSTAR</b></li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li>▪ Team contracts due next week</li> <li><input type="checkbox"/> Read chapter 3 and complete the <b>Chapter 3 Revel activities by 11:00 pm on the posted due date</b></li> </ul>	Chapter 8 Understanding Groups and Teams
January 31 - February 4	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter 3 discussion</li> <li><input checked="" type="checkbox"/> <b>Exam Review: Chapters 1-3, STUDY</b></li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><b>Team Contracts due: February 3 in Assignment drop box</b></li> </ul>	Chapter 3 Decision Making
February 7-11	<p><b>Exam 1: Chapters 1-3 on February 8 in CBA 277</b></p> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work on Assignment 1</li> <li><input type="checkbox"/> <b>APA Quiz due: February 11 by 11:59 pm</b></li> <li><input type="checkbox"/> Read chapter 4 and complete the <b>Chapter 4 Revel activities by 11:00 pm on the posted due date</b></li> </ul>	Exam 1 and time to work on Assignment 1
February 14-18	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter 4 discussion</li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Assignment 1: Team product and Team Discovery Summary due: February 17</b></li> <li><input type="checkbox"/> <b>Self-reflection due: February 18</b></li> <li><input type="checkbox"/> Read chapter 5 and complete the <b>Chapter 5 Revel activities by 11:00 pm on the posted due date</b></li> </ul>	Chapter 4 Planning and Strategic Management
February 21 Family Day; February 22-25 Reading Break: NO CLASSES		
February 28 - March 4	<ul style="list-style-type: none"> <li>▪ Chapter 5 discussion</li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read chapter 10 and complete the <b>Chapter 10 Revel activities by 11:00 pm on the posted due date</b></li> </ul>	Chapter 5 Organizational Structure and Design

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
March 7-11 <i>(March 13 last day to withdraw without academic penalty)</i>	<ul style="list-style-type: none"> <li>▪ Chapter 10 discussion</li> <li>▪ Assignment 2 discussion; pairs formed</li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read chapter 9 and complete the <b>Chapter 9 Revel activities by 11:00 pm on the posted due date</b></li> </ul>	Chapter 10 - Leadership
March 14-18	<ul style="list-style-type: none"> <li>▪ Chapter 9 discussion</li> <li>▪ <b>Exam Review: Chapters 4,5,10 &amp; 9</b></li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work on Assignment 2, Part 1</li> <li><input type="checkbox"/> Read chapter 6 and complete the <b>Chapter 6 Revel activities by 11:00 pm on the posted due date</b></li> </ul>	Chapter 9 Motivating and Rewarding Employees
March 21-25	<p><b>Exam 2: Chapters 4, 5, 10 and 9 on March 22 in CBA 277</b></p> <ul style="list-style-type: none"> <li>▪ Chapter 6 discussion</li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work on Assignment 2, Part 1</li> <li><input type="checkbox"/> Read chapter 7 and complete the <b>Chapter 7 Revel activities by 11:00 pm on the posted due date</b></li> </ul>	Chapter 6 Human Resource Management
March 28 – April 1	<ul style="list-style-type: none"> <li>▪ Chapter 7 discussion</li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Assignment 2, Part 1 due March 30</b></li> <li><input type="checkbox"/> Read chapter 12 and complete the <b>Chapter 12 Revel activities by 11:00 pm on the posted due date</b></li> </ul>	Chapter 7 Managing Innovation and Change
April 4-8	<ul style="list-style-type: none"> <li>▪ Chapter 12 discussion</li> </ul> <b>ACTIVITY CHECKLIST:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read chapter 13 and complete the <b>Chapter 13 Revel activities by 11:00 pm on the posted due date</b></li> </ul>	Chapter 12 Foundations of Control
April 11-15 <i>(April 15 College closed)</i>	<ul style="list-style-type: none"> <li>▪ Chapter 13 discussion</li> <li>▪ <b>Exam Review: Chapters 6,7,12, &amp; 13</b></li> </ul> <b>ACTIVITY CHECKLIST: STUDY!!</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Assignment 2, Part 2 due April 14</b></li> <li><input type="checkbox"/> <b>Individual quad evaluation and self-reflection due April 15</b></li> <li><input type="checkbox"/> <b>Exam 3 will be scheduled during the exam period, STUDY!!</b></li> </ul>	Chapter 13 Operations Management
April 19-27 <i>(April 18 College closed)</i>	<b>EXAMINATION PERIOD</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 scan 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> <b>Assignment 1 Team Discovery (20%)</b> <input type="checkbox"/> Team Contract (3%) <input type="checkbox"/> Team product and Team Discovery Summary (15%) <input type="checkbox"/> Individual team evaluation and self-reflection (2%) <b>Assignment 2 Management Perspectives on Leading and Motivation (15%)</b> <input type="checkbox"/> Part 1: Pair Overview and Interview Summary <input type="checkbox"/> Part 2: Team Summary report <input type="checkbox"/> Individual team evaluation and self-reflection (2%)	35%
<b>EXAMS</b> <input type="checkbox"/> Exam 1, Chapters 1 – 3 (12%) <input type="checkbox"/> Exam 2, Chapters 4, 5, 9 and 10 (15%) <input type="checkbox"/> Exam 3 Chapters 6, 7, 12 and 13 (15%)	42%
<b>OTHER ACTIVITIES</b> <input type="checkbox"/> Revel chapter activities (12%) <input type="checkbox"/> APA Quiz (3%) <input type="checkbox"/> Participation/activities/discussions (8%)	23%
<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="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">Grade Review and Appeals</a> policy for more information.</p> <p><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>	<b>TOTAL</b> 100%

## 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>

- Where required by your instructor, 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.

**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 Final Examinations from: [Academic Policies and Procedures for Students | Camosun College](#).

## 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>

Support Service	Website
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, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

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

### 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.

### 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 250-3703841

### 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.