

# COURSE SYLLABUS



COURSE TITLE:	BUS 150: Introduction to Management
CLASS SECTION:	D08/D09
TERM:	F2022
COURSE CREDITS:	3
DELIVERY METHOD(S):	Asynchronous Online

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən 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 updates please visit <https://camosun.ca/about/covid-19-updates>.

---

*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

---

NAME: Louisa Marziali  
EMAIL: [marzialil@camosun.ca](mailto:marzialil@camosun.ca)  
OFFICE: CBA 228  
HOURS: Virtual by appointment

*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

---

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.

**PREREQUISITES:** One of: C in English 12 C in English Studies 12 C in English 12 First Peoples C in Literary Studies 12 C in ENGL 091 and ENGL 093 C in ENGL 092 and ENGL 094 C in ENGL 092 and ENGL 096 C in ENGL 103 and ENGL 104 C in ENGL 142 C in ELD 092 and ELD 094 C in ELD 097 C in ELD 103 and ELD 104  
- Must be taken either prior to or at the same time as this course.

**CO-REQUISITE(S):**

**EQUIVALENCIES:**

## COURSE LEARNING OUTCOMES / OBJECTIVES

---

By the end of this course, students should 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**
  - Demonstrate appropriate and productive team roles and behaviours, and team decision-making approaches

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

	Robbins, S.P., DeCenzo, D.A. Coulter, M., & Anderson, I. (2021). <i>Fundamentals of management, ninth Canadian edition</i> . Pearson Canada Inc.
	<a href="https://www.camosuncollegebookstore.ca">https://www.camosuncollegebookstore.ca</a>

Access to Pearson’s Revel online materials for this text is required for the course.

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	ACTIVITY or TOPIC	OTHER NOTES
------	-------------------	-------------

<p>Week 1</p> <p>Sept 06 - 11</p>	<p>Course and Revel overview</p> <p>Chapter 1: Introduction to Management and Organizations</p> <p>ACTIVITY CHECKLIST:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase the e-text and read Chapter 1</li> <li><input type="checkbox"/> Post Introduction - include your email address</li> <li><input type="checkbox"/> Review Assignment 1 resources in D2L for next week</li> <li><input type="checkbox"/> Complete the Fisher Personality Assessment</li> </ul> <p>READINGS / REVEL QUIZZES:</p> <ul style="list-style-type: none"> <li>• Chapter 1 - Introduction to Management and Organizations Complete the Chapter 1 - Revel activities</li> <li>• Chapter 2 - Environmental Constraints on Managers</li> </ul>	<p>Introduction Post - Due: Thursday, Sept 8 by 12:30pm</p> <p>Fisher Personality - Due: Friday, Sept 9</p>
<p>Week 2</p> <p>Sept 12 - 18</p>	<p>Chapter 2 - Environmental Constraints on Managers</p> <p>ACTIVITY CHECKLIST:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review APA Module – do this early!</li> <li><input type="checkbox"/> Review introductions and determine who you want to work with for the first team assignment</li> </ul> <p>READINGS / REVEL QUIZZES:</p> <ul style="list-style-type: none"> <li>• Chapter 2 - Environmental Constraints on Managers</li> <li>• Complete Revel activities for Chs 1 &amp; 2</li> </ul>	<p>Course Add/Drop Deadline - Sept 12</p> <p><i>Courses added after this period require School permission</i></p>
<p>Week 3</p> <p>Sept 19 - 25</p>	<p>Chapter 8 - Understanding Groups and Teams</p> <p>ACTIVITY CHECKLIST:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assignment 1 instructions review</li> <li><input type="checkbox"/> Teams formed, team contract discussed</li> <li><input type="checkbox"/> Chapter 8 Discussion</li> </ul> <p>READINGS / REVEL QUIZZES:</p> <ul style="list-style-type: none"> <li>• Read Chapter 8 and complete the Revel quizzes</li> </ul>	<p>Chapter 8 Discussion - First post by Wednesday Reply posts by Sunday</p>
	<p>Chapter 3 - Decision Making</p>	<p>Team Contract - Due: Sunday, Oct 02 by 11:59pm</p>

<p>Week 4 Sept 26 - Oct 02</p>	<p>ACTIVITY CHECKLIST:  <input type="checkbox"/> Exam Review: Chapters 1-3, STUDY</p> <p>READINGS / REVEL QUIZZES:  <input type="checkbox"/> Read Chapter 3 and complete the Revel quizzes  <input type="checkbox"/> APA Quiz</p>	<p>APA Quiz -_Due: Sunday, Oct 02 by 11:59pm  September 30 - National Day for Truth and Reconciliation - College closed  Study for Exam!</p>
<p>Week 5 Oct 3 - 9</p>	<p>Exam 1: Chapters 1-3</p> <p>ACTIVITY CHECKLIST:  <input type="checkbox"/> Work on Assignment 1</p> <p>READINGS / REVEL QUIZZES:  <ul style="list-style-type: none"> <li>• Read Chapter 4 and complete the Revel quizzes</li> </ul> </p>	<p>Exam 1: Chapters 1-3 on Wednesday, Oct 05 from 6am-11:59pm</p>

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
<p>Week 6 Oct 10 - 16</p>	<p>Chapter 4 - Planning and Strategic Management</p> <p>ACTIVITY CHECKLIST:  <input type="checkbox"/> Work on Assignment 1</p> <p>READINGS / REVEL QUIZZES:  <input type="checkbox"/> Read Chapter 4 and complete the Revel quizzes</p>	<p>Assignment 1: Team product, Team Discovery Summary and Self-reflections <u>due: Sunday, Oct 16 by 11:59pm</u></p>
<p>Week 7 Oct 17 - 23</p>	<p>Chapter 5 - Organizational Structure and Design</p> <p>ACTIVITY CHECKLIST:  <input type="checkbox"/> Chapter 5 Discussion  <input type="checkbox"/> Review instructions for Assignment 2  <input type="checkbox"/> Determine who you want to work with (pairs/triads) for Assignment 2</p> <p>READINGS / REVEL QUIZZES:  <ul style="list-style-type: none"> <li>• Read Chapter 5 complete the Revel quizzes</li> </ul> </p>	<p>Chapter 5 Discussion - First post by Wednesday  Reply posts by Sunday</p>
<p>Week 8 Oct 24 - 20</p>	<p>Chapter 10 - Leadership</p> <p>ACTIVITYCHECKLIST:  <input type="checkbox"/> Assignment 2; pairs/triads formed</p> <p>READINGS / REVEL QUIZZES:  <ul style="list-style-type: none"> <li>• Read Chapter 10 and complete the Revel quizzes</li> </ul> </p>	

<p>Week 9 Oct 31 - Nov 06</p>	<p>Chapter 9 - Motivating and Rewarding Employees</p> <p>ACTIVITY CHECKLIST:  <input type="checkbox"/> Exam Review: Chapters 4,5,10 &amp; 9  <input type="checkbox"/> Work on Assignment 2, Part 1</p> <p>READINGS / REVEL QUIZZES:  <ul style="list-style-type: none"> <li>• Read Chapter 9 and complete the Revel quizzes</li> </ul> </p>	<p>Study for Exam!</p>
<p>Week 10 Nov 07 - 13</p>	<p>EXAM 2: Chs 4, 5, 10 and 9</p> <p>ACTIVITY CHECKLIST:  <input type="checkbox"/> Work on Assignment 2, Part 1</p> <p>READINGS / REVEL QUIZZES:  <ul style="list-style-type: none"> <li>• Read Chapter 6 and complete the Revel quizzes</li> </ul> </p>	<p>Exam 2: Chapters 4, 5, 10 and 9 on Wednesday, Nov 09 from 6am - 11:59pm</p>
<p>Week 11 Nov 14 - 20</p>	<p>Chapter 6 - Human Resource Management</p> <p>ACTIVITY CHECKLIST:  <input type="checkbox"/> Chapter 6 discussion  <ul style="list-style-type: none"> <li>• Work on Assignment 2, Part 1, <a href="#">Due Friday this week</a></li> </ul> </p> <p>READINGS / REVEL QUIZZES:  <ul style="list-style-type: none"> <li>• Read Chapter 6 and complete the Revel quizzes</li> </ul> </p>	<p>Assignment 2, Part 1 <a href="#">Due Friday Nov 18 by 11:59pm</a> Chapter 6 Discussion - First post by Wednesday Relies by Sunday</p>
<p>Week 12 Nov 21 - 27</p>	<p>Chapter 7 - Managing Innovation and Change</p> <p>ACTIVITY CHECKLIST:  <input type="checkbox"/> Work on Assignment 2 Part 2 <a href="#">Due Friday this week</a></p> <p>READINGS / REVEL QUIZZES:  Read Chapter 7 and complete the Revel quizzes</p>	<p>Assignment 2, Part 2 <a href="#">Due Friday Dec 02 by 11:59pm</a></p>
<p>Week 13 Nov 28 - Dec 04</p>	<p>Chapter 12 - Foundations of Control</p> <p>ACTIVITY CHECKLIST:</p> <p>READINGS / REVEL QUIZZES:  <input type="checkbox"/> Read Chapter 12 and complete the Revel quizzes</p>	<p>Individual evaluation and self-reflection <a href="#">Due Friday Dec 02 by 11:59pm</a></p>
<p>Week 14 Dec 5 - 9</p>	<p>Chapter 13 - Operations Management</p> <p>ACTIVITY CHECKLIST:  <input type="checkbox"/> Exam Review: Chs 6, 7, 12 &amp; 13</p> <p><a href="#">Exam 3 to be scheduled during exam week</a></p>	<p>Study for Exam! Last Day to Withdraw without Academic Penalty - Dec 10</p>
<p>Exam Week</p>	<p>Final Exam - Date TBD</p>	

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 notice 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	WEIGHT
<b>Team Assignments (35%)</b> <b>Assignment 1 - Team Discovery Assignment</b> <ul style="list-style-type: none"> <li>• Team Contract (10% of assignment mark)</li> <li>• Team product and Team Discovery Summary (85% of mark)</li> <li>• Individual team evaluation and self-reflection (5% of mark)</li> </ul> <b>Assignment 2 – Management Perspectives on Leading &amp; Motivation</b> <ul style="list-style-type: none"> <li>• Part 1: Team Overview and Interview Summary (39% of mark)</li> <li>• Part 2: Team Summary Report (59% of mark)</li> <li>• Individual team evaluation and self-reflection (2% of mark)</li> </ul>	 15%     15%
<b>Exams (42%)</b> <ul style="list-style-type: none"> <li>• Exam 1</li> <li>• Exam 2</li> <li>• Exam 3 (during exam week)</li> <li>• APA Quiz</li> </ul>	12% 15% 15% 3%
<b>Online Activities (23%)</b> <ul style="list-style-type: none"> <li>• Revel chapter activities</li> <li>• Participation/Activities/Discussions</li> </ul>	15% 10%
<b>TOTAL</b>	<b>100%</b>

---

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 [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

---

- Where required by your instructor, submit all assignments into the D2L drop box 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.
- You must submit your assignments on the due date or as announced. There is a 10% a day penalty for late assignments for the first 5 days overdue and then a grade of zero will be assigned. There are no

additional assignments or make-up exams of any kind if you performed poorly on or missed assignments or exams.

- Attendance and active participation matter.

## SCHOOL OR DEPARTMENTAL INFORMATION

---

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

- 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 which 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 from RNs, chiropractors, massage therapists, etc., will not be accepted. Electronic notes will not be accepted. Medical documentation must be received no later than 1 week after your absence.
- d. 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 [Student Conduct Policy](#).

## STUDENT RESPONSIBILITY

---

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

---

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>

Support Service	Website
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.

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

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

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

### 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 Progress

Please visit [https://www.camosun.ca/sites/default/files/2021-05/e-1.1\\_0.pdf](https://www.camosun.ca/sites/default/files/2021-05/e-1.1_0.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" (<https://camosun.ca/registration-records/policies-and-procedures-students/registration-policies-students>) 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://www.camosun.ca/sites/default/files/2021-05/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.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.