

# Business Administration

Course Number:	<b>BUAD 123</b>
Course Title:	<b>MANAGEMENT PRINCIPLES</b>
Credits:	3
Calendar Description:	A study of the universal functions of management: planning organizing, leading and controlling. This course emphasizes strategic business planning and decision making; organizing resources and work scheduling; leading and motivating individuals and groups to achieve objectives; and controlling worker output and productivity so that goals are achieved effectively and efficiently. <i>(also offered by Distance Education)</i>
Semester and Year:	<b>Winter 2015</b>
Prerequisite(s):	No
Corequisite(s):	No
Prerequisite to:	BUAD 262, 269, 272, 279, 293, 298, 330, 390
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA & Diploma - Required
Substitutable Courses:	No

**Professors**

<b>Name</b>	<b>Phone number</b>	<b>Office</b>	<b>Email</b>
Erin Creagh	#email	Kelowna: E227	<a href="mailto:ecreagh@okanagan.bc.ca">ecreagh@okanagan.bc.ca</a>

**Evaluation Procedure**

Term Work	25%
Term Project	20%
Mid-term Exam	25%
Final Exam	30%
Total	100%

**Notes**

**Term Work**

Your term work grade may be calculated from a combination of quizzes, meetings with your professor, participation, in-class work, and homework. Your professor will explain this component of your grade during the first week of classes. There is a direct correlation between attendance in class and a good academic grade. It is highly recommended that students read text materials before classes. Any work missed as a result of failure to attend class is the responsibility of the student.

**Term Project**

The term project will be discussed during the first weeks of class. An electronic copy and/or a hard copy of the project must be submitted (Check with your professor for specifics).

There will be penalties for work submitted late. These penalties will be up to the discretion of the professor. All materials submitted for grading must be professionally presented and WILL be marked for spelling and grammar as well as content.

**Mid-term Exam**

The mid-term exam will be utilize different question types including multiple choice questions, true/false/why questions, short and long-answer questions. These will be based on both the text and topics covered in class.

**Final Exam**

The format of the final will be similar to the mid-term with some comprehensive application case type questions. The majority of the questions will be based on material covered after the mid-term exam.

**Required Texts/Resources**

Fundamentals of Management, Robbins, DeCenzo, Coulter, Anderson. Seventh Edition

Regular reading of the business section of local and/or national newspapers.

**Course Schedule**

<b>Date</b>	<b>Topic</b>	<b>Textbook</b>

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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