

Date: **JUNE 1996** A: Division: **INSTRUCTION**  
 New Course: \_\_\_\_\_ B: Faculty: **COMMERCIAL ADMINISTRATION**  
 Revision of Course **JUNE 1991** Program: **ADMINISTRATION**  
 Information form: \_\_\_\_\_

E: **3** C: **BUSN 310** D: **ORGANIZATIONAL MANAGEMENT SKILLS**

Subject & Course No. \_\_\_\_\_ Descriptive Title \_\_\_\_\_ Semester-Credit \_\_\_\_\_  
 necessary skills in preparation for a career in organizational management. You learn to manage people, to solve problems, to communicate effectively, to manage time, to manage money, to manage risk, to manage change, to manage conflict, to manage diversity, to manage innovation, to manage technology, to manage the future.

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

Course Corequisites: \_\_\_\_\_  
 Practicum: \_\_\_\_\_ Hrs. \_\_\_\_\_  
 Shop: \_\_\_\_\_ Hrs. \_\_\_\_\_  
 Studio: \_\_\_\_\_ Hrs. \_\_\_\_\_  
 Other (Specify): \_\_\_\_\_  
 Total: \_\_\_\_\_ Hrs. \_\_\_\_\_  
 Maximum Class Size: \_\_\_\_\_

35

Transfer	<input checked="" type="checkbox"/>	M: Transfer Credit:	Requested:	<input checked="" type="checkbox"/>	College Credit
Transfer	<input type="checkbox"/>		Granted:	<input type="checkbox"/>	College Credit Non-Transferable
Non-Credit	<input type="checkbox"/>	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): \_\_\_\_\_  
 Dean: J. \_\_\_\_\_

**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