

## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Fall 2022

#### **MG 2000 (EC) – Introduction to Management - 3 (3-0-0) UT 45 Hours for 15 Weeks**

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Andrew Gehring  
**OFFICE:** N/A  
**OFFICE HOURS:** By appointment

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#### **CALENDAR DESCRIPTION:**

This is an introductory course to the basic characteristics of Canadian business and management concepts. Through the review of the functions of management using a systems approach, modern management theory and practice are studied. The current issues of business ethics, environmental concerns, international management, women in management and political environment are reviewed.

**PREREQUISITES:** None.

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

*MGMT*, Third Canadian Edition by Williams, Champion & Hall. Cengage Nelson.

Note: An access code comes with the textbook and will be required for the course as you will complete quizzes and exercises here.

#### **DELIVERY MODE(S):**

This is a paced online self-study course. There is no set class times and students attend remotely and asynchronously.

The course is delivered entirely online using myClass (D2L) and Cengage MindTap. For each chapter, a PowerPoint presentation is available, along with student resources in MindTap. Discussions and Case Studies will be done on myClass. Relevant practice exercises for each chapter will be assigned as well as weekly quizzes, discussion posts, and case studies to test your knowledge of the material throughout the course. You will be evaluated several times so you can assess how you are doing as you work through the material. Specific due dates will be established to help you

finish the course on time. However, you may complete and submit these evaluations before their due dates.

**COURSE OBJECTIVES:**

1. Determine the role of managers.
2. Recognize how management theory can impact the workplace.
3. Recognize how ethics, environmental concerns, and politics impact the workplace.

**LEARNING OUTCOMES:**

Upon successful completion of the course, students will be able to:

1. Gain an understanding of the theory and practice of modern management and business.
2. Become aware of the social and political environments for Canadian businesses.
3. Apply critical analysis to resolve complex management problems.

**TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

Quizzes	20%
Case Studies	30%
Discussions	20%
Final	30%
Total	100

You are strongly encouraged to complete all assignments, quizzes, and exams. A grade of zero (0) will be assigned for any of these that are missed. Late assignments will have a 10% reduction per day. Turnitin plagiarism detecting software may be used in this course.

**GRADING CRITERIA:**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

- **Quizzes** will be conducted online during a specific time frame. It will be important to complete the quizzes within this time frame, or it will result in a grade of zero. There will be no makeups on these.
- **Discussion posts** will have established due dates and you will need to post within the set time frame. It is best to think of making your initial post for each week by the Wednesday of the week. That way others have time to respond.
- **Case Studies (3)** will have set due dates throughout the term.
- **Final exam** will be due during the Final Exam period, December 12-21.

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Course Schedule is approximate and may vary slightly at the discretion of the instructor.

<b>Week Start Date</b>	<b>Topic</b>	<b>Required Reading</b>
Week 1: Sep 1-4	Outline / Course Overview/Management	Chapter 1
Week 2: Sep 5-11	Management	Chapter 1
Week 3: Sep 12-18	Organization Environments & Cultures	Chapter 2
Week 4: Sep 19-25	Ethics and Social Responsibility	Chapter 3
Week 5: Sep 26-Oct 2	Planning and Decision Making	Chapter 4
Week 6: Oct 3-9	Organizational Strategy	Chapter 5
Week 7: Oct 10-16	Thanksgiving – Fall Break (No Classes)	
Week 8: Oct 17-23	Innovation and Change	Chapter 6
Week 9: Oct 24-30	Midterm (Ch. 1-6)	
Week 10: Oct 31-Nov 6	Global Management	Chapter 7
Week 11: Nov 7-13	Designing Adaptive Organizations	Chapter 8
Week 12: Nov 14-20	Leadership	Chapter 13
Week 13: Nov 21-27	Control	Chapter 15
Week 14: Nov 28-Dec 4	Presentations	
Week 15: Dec 5-11	Managing Information in a Global World	Chapter 16

Week 16: Dec 12-21	<b>Final Exam (TBA)</b>	All Chapters from Above
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### **STUDENT RESPONSIBILITIES:**

The expectation for this course is that students will read the chapter material and work through the recommended exercises. You should supplement your learning with the resources in Cengage MindTap. In addition, read through any additional material on myClass (D2L), and answer review questions at the back of each chapter in order to prepare to you to answer the discussions and case studies.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. You should plan your schedule according to the course schedule above.

#### **Email**

Students may contact the instructor by email, which will be answered within two business days. Emails should be professionally formatted with correct spelling and grammar; and include a reference to course material and/or textbook pages.

#### **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the Polytechnic Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

\*\*Note: all Academic and Administrative policies are available on the same page.