

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION COURSE OUTLINE – SPRING 2023

MG 2000 (A4) – 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: Mandy Ingraham
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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. Nelson.

NOTE: All students must have online access to the online lessons and online quizzes. You must have an access code in order to gain access to the online resources. It is the student's choice if they purchase a textbook with access code, or e-textbook with access code. If you have purchased a used book, you will have to purchase an access code separately. If you have difficulty accessing the e-text, try an alternative web browser.

For device, software, and network requirements, please visit the following link:
<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

DELIVERY MODE(S):

On-campus (face-to-face) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person. MG 2000 consist of three hours of instructional time weekly. The class work will consist of lectures, class discussions, group work, case studies, and student presentations.

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	15
Case Studies Presentations	15
Project	20
Midterm	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. For excused absences, the weighting of the test may be transferred to the final exam at the instructor's discretion. No re-writes will be granted for missed exams or unsuccessful attempts.

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

ASSIGNMENTS, QUIZZES, AND EXAMS:

- **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.
- **Case Studies** will be completed in a small group and presented to the class.
- **Project** will be completed in a small group and presented to the class.
- **Midterm exam** is tentatively scheduled for the week of June 19th, during scheduled class time.
- **Final exam** is cumulative. The format utilized will be announced before exam. Final examinations are scheduled by the Registrar during the period from **August 3-11**. Do not plan any activities during the examination period until you know the date of your examinations.

TENTATIVE COURSE SCHEDULE/ TIMELINE:

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

Week Start Date	Topic	Required Reading
1-May	Outline / Course Overview/Management	Chapter 1
8-May	Management	Chapter 1
15-May	Organization Environments & Cultures	Chapter 2
22-May	Ethics and Social Responsibility	Chapter 3
29-May	Planning and Decision Making	Chapter 4
5-Jun	Organizational Strategy	Chapter 5
12-Jun	Innovation and Change	Chapter 6
19-Jun	Midterm (Ch. 1-6)	
3-Jul	Global Management	Chapter 7
10-Jul	Designing Adaptive Organizations	Chapter 8
17-Jul	Leadership	Chapter 13
24-Jul	Control	Chapter 15
31-Jul	Managing Information in a Global World	Chapter 16
August 3-11	FINAL EXAM (TBA)	All Chapters from Above

STUDENT RESPONSIBILITIES:

Attendance:

There is a strong correlation between regular attendance and overall course performance. Students are encouraged to attend all lectures. If you miss a class, it is your responsibility to learn the material on your own. Failure to do so may result in removal from the session.

Professional Behavior:

Students are expected to conduct themselves in a professional manner. This includes, but not limited to, interacting with others appropriately and respectfully; refraining from texting or chatting during class; arriving to class prepared and on time, and remaining for the duration of the activities. Students may be asked to leave if any behaviour becomes disruptive.

Other Exam & Classroom Policies:

To get the most out of class regular attendance and active participation is encouraged. **Repeated lateness &/or not remaining for the duration of classroom activities will be recorded as an absence in class.** Disruptive behavior will also be viewed as “not professional” and the student will be asked to leave the classroom.

Photographing and/or recording course content is strictly prohibited.

STUDENT RIGHTS AND RESPONSIBILITIES:

Please review the Student Rights and Responsibilities Policy saved in myClass for details of all student rights, student responsibilities, academic grievance, academic misconduct, and non-academic misconduct.

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 <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy, which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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