DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2023

MG 2000 (B3/VC) – 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: Danielle Hessler	**PHONE:** N/A
OFFICE: N/A	**E-MAIL:** dhessler@nwpolytech.ca
OFFICE HOURS: By appointment	

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):

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.
Synchronous (remote) - This type of course will be delivered remotely through video-conferencing technologies (i.e. Zoom). There are set class times and students are expected to attend remote class sessions.

The course is delivered face-to-face as well as remote. We will be using myClass (D2L) and Cengage MindTap.

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	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.

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.
- **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. You are expected to be present in class at GPRC to make your presentation.
- **Midterm exam** is tentatively scheduled for the week of February 27, 2023, during scheduled class time. Do not plan to be away on this date. You expected to be present in class at NWP to write the test.
- **Final exam** is cumulative. The format utilized will be announced before exam. Final examinations are scheduled by the Registrar during the period from April 13 to 24, 2023. Do not plan any activities during the examination period. You expected to be present in class at NWP to write the test.

COURSE SCHEDULE/TENTATIVE TIMELINE:
Course Schedule is approximate and may vary slightly at the discretion of the instructor.

Week Start Date	Topic	Required Reading
Week 1: Jan 5	Outline / Course Overview/Management	Chapter 1
Week 2: Jan 9 - 13	Management	Chapter 1
Week 3: Jan 16 - 20	Organization Environments & Cultures	Chapter 2
Week 4: Jan 23 - 27	Ethics and Social Responsibility	Chapter 3
Week 5: Jan 30 – Feb 3	Planning and Decision Making	Chapter 4
Week 6: Feb 6 – 10	Organizational Strategy	Chapter 5
Week 7: Feb 13 - 17	Winter Break (No Classes)	
Week 8: Feb 20 – Feb 24	Innovation and Change	Chapter 6
Week 9: Feb 27 – Mar 3	Midterm (Ch. 1-6)	
Week 10: Mar 6 - 10	Global Managment	Chapter 7
Week 11: Mar 13 - 17	Designing Adaptive Organizations	Chapter 8
Week 12: Mar 20 - 24	Leadership	Chapter 13
Week 13: Mar 27 - 31	Control	Chapter 15
Week 14: April 3 - 7	Managing Information in a Global World	Chapter 16
Week 15: April 10 – 14	Last week of classes/review	
	Final Exam (TBA)	All Chapters from Above

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.

Participation:
Each student is expected to attend lectures, arrive on time, and remain for the duration of the activities. Late arrivals will be recorded as an absence. The expectation for this course is that students have read/reviewed the material before class.

You may be refused permission to write the final examination on the advice of the instructor for students with more than four absences (two weeks), or if significant parts of required exercises, assignments, quizzes and/or exam(s) are not completed. For more information, please refer to the Academic Regulations on Debarred from Exams at
www.nwpolytech.ca/about/administration/policies

Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on myClass and GPRC webmail. Students are responsible for checking these websites regularly; 3 – 5 times per week is suggested.

Time Management:
The expectation for this course is that students read the material before class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings, exercises, discussions, and assignments.

Recording:
Recording lectures or taking screenshots in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

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.nwpolytech.ca/programs/calendar/ or the Polytechnic Policy on Student Misconduct: Plagiarism and Cheating at
https://www.nwpolytech.ca/about/administration/policies

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

Plagiarism:

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- The work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- Students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted. Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database. Turnitin plagiarism software may be used in this class.

Cheating:

Cheating on tests or examinations includes, but is not limited to, the following:

- Dishonest or attempted dishonest conduct such as speaking to other students or communicating with them under any circumstances whatsoever
- Bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- Writing an examination, or part of it, outside the confines of the examination room without permission to do so
- Consulting any person or materials outside the confines of the examination room without permission to do so
- Leaving answer papers exposed to view, or any attempts to read other students' examination papers
- Tampering or attempts to tamper with examination scripts, classwork, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- absolutely no examination materials may be removed from the examination room. All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offences, they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offence.

Additional Information: Zoom Etiquette

<u>Control video and audio quality</u>
Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

<u>Think about your background</u>
Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background before your meeting.

<u>During your meeting</u>
Mute your microphone when necessary. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

<u>Think about your actions on camera</u>
Always remember that everyone can see you. Someone is watching as you make movements or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive. Practice creating a professional environment.