

**GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF BUSINESS ADMINISTRATION & COMMERCE
COURSE OUTLINE
MG2000 INTRODUCTION TO MANAGEMENT 3(3-0-0) UT (3)
FALL 2008**

INSTRUCTOR: Charles A. Backman

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OFFICE: C413

OFFICE HOURS: TBD or by appointment

CLASS TIME: 08:30 to 09:50 MW.

PRE-REQUISITES: Junior English – three credits.

REQUIRED TEXT: Ricky W. Griffin, Ronald J. Ebert, and Frederick A. Starke, Sixth Canadian Edition Upper Saddle River, NJ: Pearson Education Canada Inc. 2007.

TEXT USAGE: The textbook is used extensively throughout the course. Virtually every chapter is required reading.

COURSE 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.

COURSE OBJECTIVES:

Through completion of this course, students will:

1. gain an understanding of the theory and practice of modern management and business;
2. become aware of the social and political environments in which Canadian business operates;
3. apply critical analysis to resolve complex management problems.

TRANSFERABILITY:

Athabasca University as ADMN 232

(3); UoC as BSEN 291 (3); Canadian UC as BUAD 2xx (3); UoA as BUS 3xx (3) or AUOption 2xx (3); Concordia UC as BUS 2xx (3); UoL as MGT 2xx (3)

Please check with the receiving institution for confirmation.

COURSE FORMAT:

MG 2000 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, small group work, case studies, and student presentations. The schedule is demanding, and may be adjusted if necessary. Extensive use of powerpoint slides will be made. It is the student's responsibility to download the powerpoint presentation for the designated chapter.

GRADE COMPOSITION:

The following tests and participation will determine your final grade:

Participation/Assignments (no more than 5)	15%	Various throughout term
Mid-Term 1	20%	May be conducted in a computer lab using Blackboard (September 29)
Mid-Term 2	20%	May be conducted in computer lab using Blackboard (November 3)
Case paper and presentation	20%	See below for details
Final Exam	25%	TBD

Unauthorized late assignments, if accepted, will have a 10% per day late penalty applied to the assignment grade. If you believe that you have a legitimate reason for handing in an assignment or other deliverable, please contact the instructor before hand.

You will be expected to complete various reading and writing assignments outside of class time.

Grades will be assigned on the Letter Grading System.

Business Administration and Commerce Department

Grading Conversion Chart

Alpha Grade	4-point equivalent	Percentage guidelines	Designation
A+	4	95-100	EXCELLENT
A	4	90-94	EXCELLENT
A-	3.7	85-89	FIRST CLASS STANDING
B+	3.3	80-84	FIRST CLASS STANDING
B	3	76-79	GOOD
B-	2.7	72-75	GOOD
C+	2.3	68-71	SATISFACTORY
C	2	64-67	SATISFACTORY
C-	1.7	60-63	SATISFACTORY
D+	1.3	55-59	Minimal PASS
D	1	50-54	Minimal PASS
F	0	0-49	FAIL

ATTENDANCE:

Your attendance and participation are important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed due to an absence.

CASE ANALYSES:

The group assignment will consist of typed, 8-page maximum, double-spaced analyses of specified cases accompanied by 20-30-minute long presentations. The presentations will take place at the end of term. The management situation posed in the case is to be systematically analyzed using the theoretical concepts and tools discussed in class and the textbook. Solutions and recommendations are to conclude the analysis.

Group presentations are to be conducted in a professional manner. Each presentation is to be followed by a general question-and-answer period where other students are expected to join the discussion. Case written work is due at the beginning of the lecture, the day of the presentation.

Presentations will be graded on such dimensions as organization, delivery and supporting material. The individual case assignment will be a hand-in analysis (typed, 8-page maximum double-spaced) of a specified case.

**MG 2000
CLASS SCHEDULE
FALL 2008**

Week Number	WEEK beginning with	COMMENTS	LESSON	TOPICS	READINGS
1	Sept. 1	Classes begin Sept. 4 (Thurs.)			
2	Sept. 8		Course introduction	Review course outline and expectations; Review material available from Blackboard	
2	Sept. 10		Introducing the contemporary business world	Understanding the Canadian business system	Ch. 1
3	Sept. 15		Introducing the contemporary business world	Understanding the environment of business	Ch. 2
3	Sept. 17		Introducing the contemporary business world	Conducting business ethically and responsibly	Ch. 3

4	Sept. 22		Introducing the contemporary business world	Understanding entrepreneurship, small business, and ownership	Ch. 4
4	Sept. 24		The business of managing	Managing the business enterprise	Ch. 6
5	Sept. 29	Exam #1	Ch. 1, 2, 3, 4 and 6		
5	Oct. 1		The business of managing	Organizing the business enterprise	Ch. 7
6	Oct. 6		The business of managing	Managing human resources	Ch. 8
6	Oct. 8		The business of managing	Understanding labour-management relations	Ch. 9
7	Oct. 13	Thanksgiving			

7	Oct. 15		The business of managing	Motivating and leading employees	Ch. 10
8	Oct. 20		Managing operations and information	Producing goods and services	Ch. 11
8	Oct. 22		Managing operations and information	Increasing productivity and quality	Ch. 12
9	Oct. 27		Managing operations and information	Managing information systems and communications	Ch. 13
9	Oct. 29		Managing operations and information	Understanding accounting issues	Ch. 14
10	Nov. 3	Exam #2	Ch. 7 - 14		
10	Nov. 5		Managing marketing	Understanding marketing processes and consumer behaviour	Ch. 15
11	Nov. 10	Remembrance Break			

11	Nov. 12		Managing marketing	Developing and promoting goods and services	Ch. 16
12	Nov. 17		Managing marketing	Pricing and distributing goods and services	Ch. 17
12	Nov. 19		Managing financial issues	Understanding money and banking	Ch. 18
13	Nov. 24		Managing financial issues	Understanding securities and investments	Ch. 19
13	Nov. 26		Managing financial issues	Financial decisions and risk management	Ch. 20
14	Dec. 1		Introducing the contemporary business world	Understanding international business	Ch. 5
14	Dec. 3	PRESENTATIONS			
15	Dec. 8	Last MG2000 Class			

WEEK TOPICS READING

*Readings are from the Griffin text.

Students will also be required to read / complete various additional handouts and exercises assigned throughout the term.