

OCT 21 1998

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF ARTS, EDUCATION, AND COMMERCE
COURSE OUTLINE
MGT 2000 INTRODUCTION TO MANAGEMENT 3(3-0) UT(3)
FALL 1998

INSTRUCTOR: Richard Beeson
TELEPHONE: 539-2864
OFFICE: C306
OFFICE HOURS: Tuesday and Thursday, 11:00 to 12:00 PM,
or by appointment.
REQUIRED TEXT: Robbins, Stephen P. , David A. De Cenzo, and Robin
Stuart-Kotze. Fundamentals of Management.
Essential Concepts and Applications. Cdn. ed.
Scarborough, ON: Prentice-Hall, 1996.
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.

COURSE FORMAT: MG 2000 consist of three hours of instructional time
weekly. The classwork will consist of lectures, class
discussions, small group work, case studies, and student
presentations.

GRADING: Grande Prairie Regional College uses the following nine point grading scale:

90- 100%	9
80-89%	8
72-79%	7
65-71%	6
57-64%	5
50-56%	4
45-49%	3
26-44%	2
0-25%	1

The following tests and participation will determine your final grade:

1. 2Midterms@ 25%	50%
2. Participation / Assignments	10%
3. Final Exam	40%

Unauthorized late assignments, if accepted, will have a 25% per day late penalty applied to the assignment grade.

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

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.

MG 2000
CLASS SCHEDULE
FALL 1998

WEEK	TOPICS	READING
1	Introduction	Ch. 1
2	Management - Defined	Ch. 2
(Sept 9/11)	Business ethics, Environment	
PLANNING		
3	Foundations	Ch. 3 & 4
(Sept 14/18)	Strategic v.s. Operational Tools	
4	Decision making	Ch. 5
(Sept 21/25)		
5	Organization Structure	
(Sept 28/Oct2)		Ch. 6
ORGANIZING		
6	Organization Structure	Ch. 7
(Oct 5/9)		
7	Management of Human Resources	Ch. 8
(Oct 14/16)		
8	Managing Change & Innovation	Ch. 9
(Oct 19/23)		
LEADING		
9	Behaviour - attitudes, personality,	C. 10
(Oct 26/30)	perception, learning	
10	Group & team motivation	Ch. 11 & 12
(Nov 2/6)		
11	Leadership / supervision,	Ch. 13 & 14
Nov 9/13	Communication & conflict	
CONTROLLING		
12	Foundations - Process,	Ch. 15
Nov 16/20	types, quality	
13	Tools & Techniques, MIS	Ch. 16
(NOV 23/27)	Financial, behavioural	
14	Controlling	
(NOV30/DEC5)		

FINAL EXAMS
(Dec8-16)

*Readings are from the Robbins text.

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