

DEPARTMENT OF Business and Office Administration

COURSE OUTLINE – Fall 2026

MG2000 (B2): Principles of Business – 3 (3-0-0) 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: Bianca Dudenhoffer **PHONE:** (780) 539 - 2864
OFFICE: C419 **E-MAIL:** bdudenhoffer@nwpolytech.ca
Tues/Thurs: 10:00 am – 11:30 am or by appointment; best way
OFFICE HOURS: to contact: email

CALENDAR DESCRIPTION:

In this introductory course, students will explore the fundamentals of business and gain knowledge and skills necessary to succeed at NWP and in the industry. Diverse topics will be covered in this course such as professionalism, personal branding, leadership, ethical decision-making, critical thinking, resource utilization, entrepreneurial thinking, and business careers. This course delves into contemporary business challenges affording students the chance to formulate informed recommendations.

PREREQUISITE(S):

None.

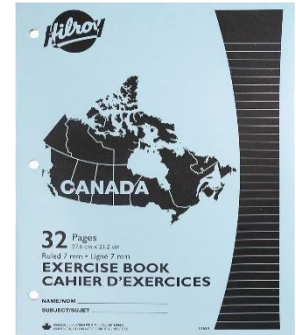
COREQUISITE(S):

None.

Required Materials:

- Please purchase 1 x Hilroy 32-page Exercise Book and bring it to class with you.
- Be advised that there will be an additional fee (approximately \$10.00) per semester when purchasing the case.

There is no textbook for this course. Students will use free open resources. Resources used for discussion may include videos, news articles, and essays.



For device, software, and network requirements, please visit the following link:
[Student Technical Support | Northwestern Polytechnic \(nwpolytech.ca\)](https://nwpolytech.ca/StudentTechnicalSupport)

DELIVERY MODE(S):

On-campus (face-to-face) – This course will be delivered on campus in the location indicated on the student timetable. Students are expected to fully attend in person.

LEARNING OUTCOMES:

Upon completion of this course students will be able to:

1. Demonstrate an understanding of the different disciplines of business and explore concepts of leadership and entrepreneurial thinking.
2. Develop a basic understanding of the research process and apply critical analysis to resolve complex management problems through teamwork and by analyzing a business case.
3. Investigate various resources available to succeed at NWP including time management, mental health services, and academic research tools.
4. Demonstrate professionalism and business communication skills through presentations and assignments.
5. Explore and reflect on personal strengths, weaknesses, and ethics and examine how these concepts influence personal decision-making behaviors.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page
<http://www.transferralberta.alberta.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:

Assessment	Weighting	Due Date
Classroom Engagement	15%	Throughout Semester
Personal Journal	15%	Throughout Semester
Term Test (2)	30%	October 6 and November 5
Case Study & Presentation	40%	Presentation due December 8; final report due during exam period
Total	100%	

Assignment & Final Project:

- You are strongly encouraged to complete all exercises, assignments, tests, and exams.
- You must contact the instructor BEFORE an evaluation date if you anticipate missing an evaluation. Valid reasons may include conflict with religious beliefs, domestic problems, bereavement, or illness. Medical documentation may be required.
- Late assignments will have a 10% reduction per day, with no acceptance after 9 days late.
- Turnitin plagiarism-detecting software will be used in this course.

Classroom Engagement:

- Students are to come prepared to Taskmaster game days, participate in the game, and be respectful of others.
- Students who do not attend class will not receive participation marks.

Personal Journal:

- Personal journals are completed during and outside class time and submitted at the end of class on designated days.
- Journals MUST be completed in the Hilroy Exercise Book in the student's own handwriting.

Term Tests:

- There will be 2 term tests administered in class during the semester.
- Tests must be completed on the due date unless alternate arrangements have been made with the instructor.

Case Study & Presentation:

- Attendance will be taken for case days as outlined in the schedule.
- This is a group paper and presentation. Students are expected to create a group charter, participate equally, and evaluate their peers.
- The case study includes both a presentation and a written paper.

GRADING CRITERIA:

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

Grading Chart for courses with Alpha Grading:

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		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

Week	Class Dates	Topic	Assessment
1	Sept 3	Course Introduction	
2	Sept 8 & 10	Disciplines of Business; Business Basics	
3	Sept 15 & 17	Business Basics; NWP Resources	Journal Entry #1
4	Sept 22 & 24	Personal Development	
5	Sept 29 & Oct 1	Personal Branding; Group Development	Journal Entry #2; Group Charter due Oct 4
6	Oct 6 & 8	Term Test #1; Business Cases and case study introduction	Term Test #1
7	Oct 13 & 15	Research & APA	Journal Entry #3
8	Oct 20 & 22	Leadership	
9	Oct 27 & 29	Case Analysis; Business Ethics	Journal Entry #4
10	Nov 3 & 5	Decision Making & Entrepreneurial Thinking; Term Test #2	Term Test #2
11	Nov 9 to 13	Fall Break: No Classes	
	Nov 15		Submit Source Documentation 2.5%
12	Nov 17 & 19	Taskmaster Games #1 and #2	
13	Nov 24 & 26	Taskmaster Game #3; Case Day	Journal Entry #5 Rough Draft due by 11:59 pm on Nov 29
14	Dec 1 & 3	Case Day & Group Presentations	Group Presentations due Dec 3
15	Dec 8	Group Presentations	
Exam Period	Dec 12 to 19	Final Case Study Report	Final Case Study Report due

***The above schedule may be revised at the discretion of the instructor based on class requirements.**

Attendance: Students are expected to attend all scheduled lectures, arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence.

Email: Email is the preferred option to communicate with your instructor. Email correspondence must be sent from your NWP student email account and should be professionally formatted with a subject, correct spelling and grammar, and sufficient course context.

Recording: Photographing and/or recording course content is strictly prohibited unless advance permission is obtained from the instructor and any guest presenter(s). If permission is granted, recordings may only be used for individual study and may not be reproduced, transferred, distributed, or publicly displayed.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available <https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory>.

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

ADDITIONAL INFORMATION:

USE OF GENAI:

You can use GenAI tools in this course, but your AI use depends on assessment requirements. Follow all directions provided for each assessment. If you have questions or concerns, ask the instructor.

Learning to use AI tools well takes time and practice. AI can produce factual inaccuracies, so check outputs against reliable sources. You are responsible for errors or omissions in work you submit.

Important: AI use must be acknowledged transparently. In addition to standard reference and citation expectations, include a supplemental reflective paragraph, written only by you, at the end of any assignment that uses AI. Explain what you used AI for and the prompts you used. Failure to provide this personal reflective paragraph may be considered academic misconduct. AI should support, rather than replace, your learning. Be thoughtful in how you use it.