



**DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2019**

**MG2000 A2: Introduction to Management – 3 (3-0-0) 45 Hours for 15 Weeks**

**INSTRUCTOR:** Carolyn Vasileiou      **PHONE:** 780-539-2221  
**OFFICE:** C201      **E-MAIL:** cvasileiou@gprc.ab.ca  
**OFFICE HOURS:** T/TH. 1:00 – 2:30pm or by appointment

\*It is preferred you send all email correspondence from your GPRC student email account and professionally format it (i.e. subject line filled in, proper greeting, spelling and grammar check, etc...). Emails that do not follow the above requirements may not be responded to.

**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.

**PREREQUISITE(S)/COREQUISITE:** None

**REQUIRED TEXT/RESOURCE MATERIALS:**

Robbins, S., Coulter, M., Leach, E., & Kilfoil, M, (2019) *Management* (Twelfth Canadian Edition). Hoboken, New Jersey: Pearson Canada Inc.

- (Note: This is an e-text with an online subscription to the MyLab Management site. You will need to purchase a subscription to take the course. The GPRC bookstore will help you order the text.)
- MG 2000 GPRC Moodle Site – access through [www.gprc.ab.ca](http://www.gprc.ab.ca)

**DELIVERY MODE(S):**

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. The schedule is demanding and may be adjusted if necessary.

**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:

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: ADMN 201(3)
- Burman University: BUAD 2xx (3)
- Concordia University of Edmonton: BUS 2xx (3)
- King's University, The: BUSI 200 (3)
- MacEwan University: BUSN 201 (3)
- University of Alberta: AUMGT 100 (3)
- University of Lethbridge: MGT 1000 (3)

(Information retrieved from <http://www.transferalberta.ca> on August 30, 2019)

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at

<http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**\*\* 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:

1. Introductory Assignment	Credit
2. Chapter Quizzes	15%
3. Discussion	10%
4. Group Project	20%
5. Mid-term Exam	25%
6. Final Exam	30%

\* In order to receive credit for OT3010, you **must achieve 50% on the final examination**, and a course composite grade of at least a “D” (50%).

**To obtain the completion marks for the online quizzes, the student must complete the quiz before the expiration of the pre-set due date.** Turnitin plagiarism software may be used in this class.

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 beforehand.

Unexcused absences for the midterm will earn a grade of zero. 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.

Discussion marks will be assessed based on responses to in-class discussions. Students will hand in answers to discussion responses at the end of a class.

**Final Exams will be scheduled between December 11 – 20. Do not plan any activities during examination week.**

**GRADING CRITERIA:** (The following criteria may be changed to suit the particular course/instructor) 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

## COURSE SCHEDULE/TENTATIVE TIMELINE

<u>Week Start Date</u>	<u>Topic</u>	<u>Required Reading</u>	
September 4	Outline/Course Overview		
September 9	Introduction to Management and Organizations	Ch. 1	
September 16	Organizational Culture and the Organizational Environment	Ch. 2	
September 23 September 30	Managing Diversity Managing Globally	Ch. 3 Ch. 4	
October 7	Managing Entrepreneurially	Ch. 5	
October 14 October 16	Thanksgiving Day – no class Managing Responsibly and Ethically	Ch. 6	
October 21	<b>Midterm- October 21</b>	<b>Ch's. 1-6</b>	
October 23	Innovation and Adaptability	Ch. 7	
October 28	Decision-Making	Ch. 8	
November 4 November 6	Planning Managing Strategically	Ch. 9 Ch. 10	
November 8-12	Remembrance Day and Fall Break (no classes)		
November 13	Managing Strategically	Ch. 10	
November 18	Managing Groups and Teams	Ch. 16	
November 25	Managerial Controls: Evidence Based Decision Making	Ch. 17	
December 2 December 4	Presentations Presentations		
December 9	Final Exam Preparation		

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

### STUDENT RESPONSIBILITIES:

#### Attendance

Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence. Students with absences in excess of 6 classes may be refused permission to write the final exam. For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.gprc.ab.ca/programs/grading-systems.html>.

#### Cell Phones

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting during class is therefore strictly prohibited. Cell phones must be either turned off or set to silent mode and placed out of site.

### **Recording**

Recording lectures or taking photos 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.

### **Student Conduct**

As a student, it is your responsibility to read, understand and comply with the college's academic policies, which are reviewed regularly, updated and posted on our college website. If you have any questions regarding these policies, please contact Student Services.

### **Academic Grievance**

If you feel the actions of an academic staff member are affecting your academic standing, you are encouraged to seek advice and follow the procedures detailed in the Student Academic Grievance Policy. All discussions regarding your concerns are bound by a code of professional ethics that demands confidentiality unless you specifically give permission in writing for the information to be shared.

Normally, you will be encouraged to approach the instructor to share your concern. If satisfaction is not achieved as a result of the discussion with the instructor, you are encouraged to carry the concern to the Chair of the Department. The Chair will normally meet with you and the instructor to facilitate a timely resolution to the issue. You may request the presence of an advocate at this stage or at any other stage in the grievance process.

If your concerns are not resolved by these informal processes, the Chair of the Department will ask you to prepare a written statement of the grievance which clearly indicates the outcome you expect and the appropriate Academic Dean shall try to negotiate the resolution. This step normally moves your concern into the formal grievance processes. At this stage you will want to ensure that you have a complete copy of the Student Academic Grievance Policy.

Students have the right to fair and equitable procedures for resolving matters affecting academic standing. The Student Academic Grievance Policy is available on the College website at [www.gprc.ab.ca](http://www.gprc.ab.ca).

### **Copyright**

Students must obey the Canadian Copyright Act. If you require specific information about copyright, please consult the Library Digital Production Technician or the Library Reference person on duty. GPRC's policy and guidelines for academic use of copyright-protected works may be found on the Library website.

### **Academic Dishonesty**

The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. Intellectual dishonesty undermines the quality of academic activity and accordingly, the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction. If you are unsure whether a particular course of action might constitute plagiarism, you are advised to consult with the instructor.

## **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 College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.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.

## 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, class work, 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 offenses 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 offense.