DEPARTMENT OF BUSINESS AND OFFICE ADMINSTRATION

COURSE OUTLINE –WINTER 2017

Mg2000: Introduction to Management **– 3 (3-0-0) 45 Hours for 15 Weeks**

INSTRUCTOR:	Carly McLeod	**PHONE:**	780-539-2946
OFFICE: C307		**E-MAIL:**	cmcleod@gprc.ab.ca
OFFICE HOURS:	M/W 11:30 – 1pm or 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.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: MGMT, Third Canadian Edition by Williams, Champion & Hall. Nelson. Students will require access code.

Nelson Course Page: https://login.nelsonbrain.com/course/MTPQ-5N2P-S0CN

DELIVERY MODE(S): MG 2000 consist of three hours of instructional time weekly. The class work will consist of lectures, class discussions, small 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: A list of institutions to which this course transfers (For example: UA, UC, UL, AU, GMU, CU, CUC, KUC. Please note that this is a sample and it must be replaced by your specific course transfer)

*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. 2 - Case Presentation @ 10%	20%
2. MGMT – Mind Tap homework	15%
3. Participation	10%
4. Mid-Term Exam	25%
5. Final Exam	30%

GRADING CRITERIA: (The following criteria may be changed to suite 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:

Week	Topic	Required Reading
Aug 30	Outline / Course Overview	
September 4	Management	Chapter 1
September 11	Organization Environments & Cultures	Chapter 2
September 18	Ethics and Social Responsibility	Chapter 3
September 25	Planning & Decision Making	Chapter 4
October 2	Organization Strategy	Chapter 5
October 9	Thanksgiving Innovation & Change	Chapter 6
October 16	Innovation & Change	Chapter 6
	Global Management	Chapter 7
October 23	Global Management	Chapter 7
	Mid-Term	Chapter 1 - 7
October 30	Designing Adaptive Organizations	Chapter 8
November 6	Leading Teams	Chapter 9
November 13	Remembrance Day Motivation	Chapter 12
November 20	Motivation	Chapter 12
	Leadership	Chapter 13
November 27	Leadership	Chapter 13
	Managing Communication	Chapters 14
December 4	Managing Communication	Chapter 14
TBD	Final Exam	**All Chapters**

STUDENT RESPONSIBILITIES:

- 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.

- Students **must** participate in **both** in-class presentations to pass MG2000. Failure to attend a scheduled presentation will result in the students having to complete a presentation individually at a later time.

- Late *Homework* assignments will not be accepted in MG2000.

- No rewrites will be given on the Mid-term. If there is an excusable absence for missing the Mid-term, the weighting of the missed exam will be added onto the final exam weighting.

- Participation marks will assessed based responses to in-class discussions. Students will hand in answers to discussion responses at the end of each class. Missing 5 or more discussion responses will result in a zero.

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 Calendar at http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.gprc.ab.ca/about/administration/policies
**Note: all Academic and Administrative policies are available on the same page.