



**DEPARTMENT OF BUSINESS ADMINISTRATION**  
**AND OFFICE ADMINISTRATION**

**COURSE OUTLINE: MG2000 3(3-0-0) 45UT INTRODUCTION TO MANAGEMENT**

**INSTRUCTOR:** Richard Beeson                      **PHONE:** 539-2864 (office)  
**OFFICE:** C407    **E-MAIL:** rbeeson@gprc.ab.ca  
**OFFICE**    Monday & Wednesday  
**HOURS:**    13:00 – 14:00 or by appointment

**PREREQUISITE(S)/COREQUISITE:**

Junior English – three credits.

**REQUIRED TEXT / RESOURCE MATERIALS:**

Ricky W. Griffin, Ronald J. Ebert, and Frederick A. Starke, Eighth Canadian Edition  
Upper Saddle River, NJ: Pearson Education Canada Inc. , 2013.

**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.

**CREDIT/CONTACT HOURS:**

This is a 3 credit course with 3 lecture hours per week. Students are expected to attend all classes.

**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.

**OBJECTIVES:**

To develop an appreciation for all of the disciplines within business and how they relate to a business entity.

## **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:**

\*\* 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.

## **GRADING CRITERIA:**

The following tests and participation will determine your final grade:

1. 3 Exams 2@ 15% 1@ 10%	40%
2. Participation / Assignments	10%
3. Topic & Case Presentation(2*10%)	20%
4. Final Exam	30%

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

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.

## **CASE ANALYSES:**

The assignment will consist of typed, 8-page maximum, double-spaced analyses of specified cases accompanied by 15-20-minute long presentations. 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.

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. Case writeups will receive the same grade as the presentation excepting the case of presentation failure.

## **EXAMINATIONS:**

Students will be tested on their understanding of and ability to apply course concepts. Textbook material and anything discussed in class, presented by guest speakers, videos or distributed in handouts is fair game for exams. The final exam will cover material from the start of the course. More detail on the exams will be provided as the term progresses.

## STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to the College calendar regarding plagiarism

[https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Fall 2015 (May be revised as required)

<i>WEEK</i>		<i>TOPICS</i>	<i>READING</i>
01	(Sept. 02)	Course Introduction	
02	(Sept. 07/09)	Labour Day	
02		Understanding the Canadian Business System	Ch. 1
03	(Sept. 14/16)	Understanding the Environments of Business	Ch. 2
03		Conducting Business Ethically and Responsibly	Ch. 3
04	(Sept. 21/23)	Entrepreneurship, Small Business, and New Venture Creation	Ch. 4
04		The Global Context of Business	Ch. 5
05	(Sept. 28/30)	Managing the Business Enterprise	Ch. 6
05		Exam Chapters 1-6 20%	
06	(Oct 05/07)	Organizing the Business Enterprise	Ch. 7
06		Managing Human Resources	Ch. 8
07	(Oct. 12/14)	Thanksgiving	
07		Understanding Labour–Management Relations	Ch. 9
08	(Oct. 19/21)	Motivating and Leading Employees	Ch. 10
08		Producing Goods and Services	Ch. 11
09	(Oct 26/28)	Increasing Productivity and Quality	Ch. 12
09		Understanding Information Systems & Communication Technology	Ch. 13
10	(Nov. 02/04)	Discussion	
10		Exam Chapters 7-13 20%	
11	(Nov. 09)	Understanding Accounting Issues	Ch. 14
11	(Nov. 11)	Remembrance Day	
11	(Nov. 11-13)	Fall Break	
12	(Nov. 16/18)	Understanding Marketing Processes and Consumer Behaviour	Ch. 15
12		Developing and Promoting Goods and Services	Ch. 16
13	(Nov. 23/25)	Pricing and Distributing Goods and Services	Ch. 17
13		Understanding Money and Banking	Ch. 18
14	(Nov. 30/Dec 2)	Understanding Securities and Investments	Ch. 19
14		Financial Decisions and Risk Management	Ch. 20
15	(Dec. 07/08)	Exam Chapters 14-20 15%	
15		END OF CLASSES	
16		END OF EXAMS	

\* hand-in assignments are to be typed unless otherwise specified

\* hand-in assignments are due at the beginning of class on the due date

\* classes start promptly

\* if you feel you have a valid reason for an extension, please request it well in advance

\* enter into discussions and exercises

\* avoid private conversations when someone else has the floor

- ask questions to make sure you understand

**Student Rights and Responsibilities:**

1. Keep this outline. It will be your course reference throughout the term.
2. You are responsible for changes (additions and/or deletions) to this outline made in class.
3. It is your responsibility to attend class. Should you be unable to attend class, it is your responsibility to find out what was missed from your peers.

**GPRC Policy Link:**

[https://www.gprc.ab.ca/files/forms\\_documents/StudentRightsandResponsibilities.pdf](https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf)

Grades will be assigned on the Letter Grading System.

<b>Business Administration Department</b>			
<b>Grading Conversion Chart</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>95 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>90 – 94</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>85 – 89</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>80 – 84</b>	
<b>B</b>	<b>3</b>	<b>76 – 79</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>72 – 75</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>68 – 71</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 67</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>