

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION COURSE OUTLINE – WINTER 2023

MG 2000 (A3 & D3) – Introduction to Management 3 (3-0-0) UT 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: Carolyn Vasileiou

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OFFICE HOURS: Monday 1:00-2:30pm/Wednesday 10:30am-12 noon

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.

PREREQUISITES: None.

REQUIRED TEXT/RESOURCE MATERIALS:

MGMT, Third Canadian Edition by Williams, Champion & Hall. Nelson.

NOTE: All students must have online access to the online lessons and online quizzes. You must have an access code in order to gain access to the online resources. It is the student's choice if they purchase a textbook with access code, or e-textbook with access code. If you have purchased a used book, you will have to purchase an access code separately. If you have difficulty accessing the e-text, try an alternative web browser.

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.

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:

Upon successful completion of the course, students will be able to:

1. Gain an understanding of the theory and practice of modern management and business.
2. Become aware of the social and political environments for Canadian businesses.
3. Apply critical analysis to resolve complex management problems.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.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:

Quizzes	15
Case Studies Presentations	10
Project	20
Midterm	20
Final	30
Total	100

You are strongly encouraged to complete all assignments, quizzes, and exams. A grade of zero (0) will be assigned for any of these that are missed. Late assignments will have a 10% reduction per day. Turnitin plagiarism detecting software may be used in this course.

GRADING CRITERIA:

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

ASSIGNMENTS, QUIZZES, AND EXAMS:

- **Quizzes** will be conducted online during a specific time frame. It will be important to complete the quizzes within this time frame, or it will result in a grade of zero.
- **Case Studies** will be completed in a small group and presented to the class.

- **Project** will be completed in a small group and presented to the class.
- **Midterm exam** is tentatively scheduled for the week of Feb. 27th, during scheduled class time.
- **Final exam** is cumulative. The format utilized will be announced before exam. Final examinations are scheduled by the Registrar during the period from **April 14 to 24**. Do not plan any activities during the examination period until you know the date of your examinations.

TENTATIVE COURSE SCHEDULE/ TIMELINE:

Course Schedule is approximate and may vary slightly at the discretion of the instructor.

Week Start Date	Topic	Required Reading
Jan 4	Outline / Course Overview/Management	Chapter 1
Jan 9	Management	Chapter 1
Jan 16	Organization Environments & Cultures	Chapter 2
Jan 23	Ethics and Social Responsibility	Chapter 3
Jan 30	Planning and Decision Making	Chapter 4
Feb 6	Organizational Strategy	Chapter 5
Feb 13	Innovation and Change	Chapter 6
Feb 20	Reading Week (no classes)	
Feb 27	Midterm (Ch. 1-6)	
Mar 6	Global Management	Chapter 7
Mar 13	Designing Adaptive Organizations	Chapter 8
Mar 20	Leadership	Chapter 13
Mar 27	Control	Chapter 15
Apr 3	Presentations	

December 10	Managing Information in a Global World	Chapter 16
December 14-24	FINAL EXAM (TBA)	All Chapters from Above

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 Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy, which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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