

BUS 191A – Fundamentals of Management*Credits 3.00, 3 hours per week*

To manage organizations successfully, front line supervisors must follow concepts and practices of effective supervision and human relations. This course deals with basic managerial functions of supervisors and the strategies they need to become "well rounded total persons". Major topics include decision-making, planning, organizing, directing, controlling, communicating, motivating and strategies for improving the work environment.

Prerequisites and/or co-requisites - None

Instructor

Instructor Name: Gregory Krabes
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Office Hours

Tuesday	17:30 – 18:30
Wednesday	16:30 – 18:30
Thursday	13:00 – 15:00

Hours of Instruction

Thursdays 10:00 – 12:50

Required Resources

Textbook title

Fundamentals of Management, Eighth Canadian Edition, 8/E
Stephen P. Robbins, San Diego State University
David A. DeCenzo, Coastal Carolina University
Mary A. Coulter, Missouri State University
Ian Anderson, Algonquin College
ISBN-10: 0133856747 • ISBN-13: 9780133856743
©2017 • Pearson Education Canada • Paper, 400 pp
Published 01/01/2016 •

Course Learning Objectives

Upon completion of this course, the students shall be able to:

1. Understand basic managerial theories, practices, activities and their application within the political, economic, social and technical environment
2. Demonstrate knowledge of the historical development and varying perspectives concerning management theories and their applications within organizations
3. Describe various management theories and provide examples of practical applications within a work setting
4. Identify internal and external stakeholders and influences within a management environment
5. Discuss various current management issues
6. Discuss best practices within the area of management
7. Critically analyze a case study within the area of management

Evaluation

Midterm Examinations

Midterm Examination I	20%	04.10.2018	20%
Midterm Examination II	25%	15.11.2018	25%

Research Projects..... 20%

Research Project – Outline	2%	24.09.2018	
Research Project – Draft.....	2%	24.09.2018	
Research Project – Final submission.....	8%	03.12.2018	
Research Project – Presentation.....	8%	03.12.2018	

Comprehensive Final Exam	<u>35%</u>		
Total	100%		

In-Class Assignments

Students will work on appropriate assignments, involving cases or other current articles and items of interest that are relevant to front-line managers today. These assignments will allow you to apply your course work to Management issues from a managers' perspective such as Decision-making, Planning, and Controlling. Students will be provided opportunities to practice communicating effectively, organizing employees and the work they do, and strategies for improving employee morale.

A grade of C- is required for progression or transfer.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
Good	B+	3.3	77 – 79.9
	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
Satisfactory Progression	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
	C-	1.7	60 – 63.9
Poor	D+	1.3	57 – 59.9
Minimum Pass	D	1.0	50 – 56.9
Failure	F	0.0	< 50

Proposed Schedule of Topics

Week	Week of	Topic
1	05.09.2018	PART 1: DEFINING THE MANAGER'S TERRAIN Chapter 1: Introduction to Management and Organizations
2	10.09.2018	Chapter 2: Environmental Constraints on Managers
3	17.09.2018	PART 2: PLANNING Chapter 3: Planning and strategic Management Research Project – Group formation 0%
4	24.09.2018	Chapter 4: Decision Making Research Project – Outline 2%
5	01.10.2018	Midterm Examination I Chapters 1 – 4 04.10.2018 20%
6	09.10.2018	08.10.2018 – Thanksgiving PART 3: ORGANIZING Chapter 5: Organizational Structure and Design
7	15.10.2018	Chapter 6: Operations Management
8	22.10.2018	Chapter 7: Human Resources Management
9	29.10.2018	PART 4 LEADING Chapter 8: Leadership
10	05.11.2018	Chapter 9: Motivating Employees Research Project – Draft 2%
11	13.11.2018	12.11.2018 – Remembrance Midterm Examination II Chapters 5 – 8 15.11.2018 25%
12	19.11.2018	Chapter 10: Understanding Groups and Teams
13	26.11.2018	PART 5 CONTROLLING Chapter 11: Foundations of Control Chapter 12: Managing Innovation and Change
14	03.12.2018	Research Project – Final submission..... 8% Research Project – Presentation..... 8%
15	10.12.2018	Final Examinations 35%

Please Note:

Date and time allotted to each topic is subject to change.

Performance Requirements

Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Text Anxiety. Individual appointments can be made by calling 780-791-8934.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.