

**BUS 191E – 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  
Office location: S111F  
Phone number: 780-791-8958  
Email: [gregory.krabes@keyano.ca](mailto:gregory.krabes@keyano.ca)

## Office Hours

Tuesday 12:00 – 13:00 & 14:00 – 15:30  
Thursday 12:00 – 13:00 & 17:00 – 18:30

## Hours of Instruction

Thursday 18:30 – 21:30

## Required Resources

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

## Course Learning Objectives

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

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

## Evaluation

Midterm Examinations		
Midterm Examination I .....	20%	
Midterm Examination II .....	25%	
Research Projects.....	20%	
Research Project – Outline .....	2%	
Research Project – Draft.....	2%	
Research Project – Final submission.....	8%	
Research Project – Presentation.....	8%	
Comprehensive Final Exam .....	35%	
	<b>Total</b>	<b>100%</b>

## 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	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
<b>Minimum Pass</b>	D	1.0	50 – 56.9
Failure	F	0.0	< 50

## Proposed Schedule of Topics

Week	Week of	Topic
1	5.09.2019	PART 1: DEFINING THE MANAGER'S TERRAIN Chapter 1: Introduction to Management and Organizations
2	12.09.2019	Chapter 2: Environmental Constraints on Managers PART 2: PLANNING Chapter 3: Planning and strategic Management Research Project – Group formation 0%
3	19.09.2019	Chapter 4: Decision Making Research Project – Outline 2%
4	26.09.2019	Midterm Examination I Chapters 1 – 4 20%
5	3.10.2019	PART 3: ORGANIZING Chapter 5: Organizational Structure and Design
6	10.10.2019	Chapter 6: Operations Management Chapter 7: Human Resources Management
7	17.10.2019	PART 4: LEADING Chapter 8: Leadership Chapter 9: Motivating Employees Research Project – Draft 2%
8	24.10.2019	Midterm Examination II Chapters 5 – 8 25%
9	31.10.2019	Chapter 10: Understanding Groups and Teams
10	7.11.2019	READING DAYS
11	14.11.2019	PART 5: CONTROLLING Chapter 11: Foundations of Control
12	21.11.2019	Chapter 12: Managing Innovation and Change
13	28.11.2019	Research Project – Final submission..... 8% Research Project – Presentation..... 8%
14	5.12.2019	Research Project – Final submission..... 8% Research Project – Presentation..... 8%
15	12.12.2019	Final Examinations 35%

**Please Note:**

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

**Required Skills & Abilities**

Enrolment in the Business Administration program and courses, requires the following skills and abilities:

**Behavioural**

- Ability to work independently or as a member of a group or team
- Engage with self and others to create a safe environment.
- Respond appropriately in situations that are stressful or that involve conflict
- Ability to listen and follow instructions
- Ability to manage time and meet deadlines

**Cognitive**

- Remember and recall information over a brief period of time.
- Remember and recall information over an extended period of time.

**Environmental Ability**

To function in the presence of each of the following commonly encountered and unavoidable environmental factors:

- distractions
- noise
- unpredictable behaviour of others

**Psychomotor**

- perform repetitive movements and tasks
- perform complex sequences of hand-eye coordination

**Technical**

- Ability to use a desktop/laptop computer
- Ability to navigate the college's online Learning Management System (Moodle) and other publisher-specific LMS.

## 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](http://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, Wellness Services and Student Life Department 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 8:30 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 Test Anxiety. Individual appointments can be made by calling 780-791-8934.

**Student Life Department (CC210)** is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

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