

BUS 191A, Principles of Management

4 Credits, 15 weeks, 4 hours

Course Description:

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

Gerri Rondot
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Office hours

Wednesday, 9:00 am – 10:00 am, 5:00 pm – 6:30 pm
Thursday, 11:00 am – 12 noon, 5:00 pm – 6:30 pm

Hours of Instruction

Tuesday, 3:00 pm – 4:50 pm
Friday, 8:00 am – 9:50 am

Required Resources

Principles of Management – Cdn. Edition. Hill, C., McShane, S., Rose, S., & Rowney, J. McGraw-Hill
Higher Education 2011 ISBN-13: 978-007098410-3.

Course Learning Objectives**Students will 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

Test # 1	25%
Test # 2	25%
Test # 3	25%
In-Class Assignments	25%

In-Class Assignments

Each week, we will be working on an application assignment, either the Case at each Chapters' end or other current articles and items of interest that are germane 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. You 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
	Progression 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

Schedule of Activities:

Week	Topic	Week	Topic
1	Introduction to Course Content, expectations, and evaluation process. Cover Chapter 1, Case "Canada Goose".	9	Chapter 9, Case " Buddy's Snack Company"
2	Chapter 2, Case "The Pharmaceutical Industry"	10	Chapter 10, Case "A. G. Lafley" Test# 2 - Chapters 6 - 10
3	Chapter 3, Case "Walmart, Good Guy or Bad Guy"	11	Chapter 11, Case "Transforming Reuters"
4	Chapter 4, Case "The Rise & Fall of the Can-West Empire"	12	Chapter 12, Case "Lincoln Electric"
5	Chapter 5, Case "Cooogle's Quest for Competitive Advantage" Test # 1 - Chapters 1 - 5	13	Chapter 13, Case "The Rise and Fall of Alan Eagleson"
6	Chapter 6, Case "Improving Productivity in the Auto Industry"	14	Chapter 14, Case "Dome Petroleum Acquires Hudson's Bay Oil and Gas"
7	Chapter 7, Case "Dow Chemicals: A Global Giant"	15	Final Exam (Test# 3) - Chapters 11 - 14
8	Chapter 8, Case "The Shipping Industry Accounting Team"		

Please Note:

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

Performance Requirements**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

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Specialized Supports**Counselling and Disability Services**

Counselling Services provides a wide range of specialized counselling services to prospective and registered student's, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where student's can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano student's. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Gerri Rondot, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Gerri Rondot
Registrar's Office