BUS 191A – Management
3 credits, 4 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

Gerri Rondot
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780-791-4978
gerri.rondot@keyano.ca

Office hours

Monday, 5:00 pm – 6:20 pm
Tuesday, 5:00 pm – 6:20 pm
Friday, 10:00 am – 11:50 am

Hours of Instruction

Tuesday 10:00 am – 11:50 am
Friday 8:00 am – 9:50 am

Required Resources


Course Outcomes:

Upon successful completion of this course, 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

1) Test # 1 ................................................................. 25%
2) Test # 2 ................................................................. 25%
3) In-Class Assignments ........................................ 20%
4) Final Examination ............................................... 30%

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

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>&gt; 93.9</td>
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<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>87 – 93.9</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80 – 86.9</td>
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<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
<td>77 – 79.9</td>
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<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>74 – 76.9</td>
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<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>70 – 73.9</td>
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<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
<td>67 – 69.9</td>
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<tr>
<td>Progression</td>
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<td>64 – 66.9</td>
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<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
<td>60 – 63.9</td>
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<tr>
<td>Poor</td>
<td>D+</td>
<td>1.3</td>
<td>57 – 59.9</td>
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<tr>
<td>Minimum Pass</td>
<td>D</td>
<td>1.0</td>
<td>50 – 56.9</td>
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<tr>
<td>Failure</td>
<td>F</td>
<td>0.0</td>
<td>&lt; 50</td>
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Proposed Schedule of Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Course Introduction, Intro to Management</td>
</tr>
<tr>
<td>2</td>
<td>Environmental Constraints</td>
</tr>
<tr>
<td>3</td>
<td>Planning &amp; Strategic Management</td>
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<td>4</td>
<td>Communication and Social Media</td>
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<tr>
<td>5</td>
<td>Organizational Structure &amp; Design – Test # 1 – Chapters 1 – 4 – 25%</td>
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<tr>
<td>6</td>
<td>Operations Management</td>
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<tr>
<td>7</td>
<td>Human Resources Management</td>
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<td>8</td>
<td>Leadership</td>
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<td>9</td>
<td>Motivating Employees</td>
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<tr>
<td>10</td>
<td>Understanding Groups &amp; Teams – Test # 2 – Chapters 5 – 8 – 25%</td>
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<tr>
<td>11</td>
<td>Foundations of Control</td>
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<tr>
<td>12</td>
<td>Managing Innovation &amp; Change</td>
</tr>
<tr>
<td>13</td>
<td>Course Wrap up and Review</td>
</tr>
<tr>
<td>14</td>
<td>Exam Week – Final Exam – Cumulative with weight on Chapters 9 – 12 – 30%</td>
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</tbody>
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**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

Counselling and Accessibility Services

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

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students 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 students. 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

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Nermin Zukic, Business Chair Date Authorized

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Vincella Thompson, Dean Date Authorized

Signed copies to be delivered to:
Instructor
Registrar’s Office