NORTHWESTERN POLYTECHNIC

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2023

MG 2000 (A2): 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:	Bianca Dudenhoffer	**PHONE:**	(780) 539-2864
OFFICE:	C205	**E-MAIL:**	bdudenhoffer@nwpolytech.ca
OFFICE HOURS:	Tues/Thurs: 1 pm – 2:30 pm		

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.

PREREQUISITE(S)/COREQUISITE: None.
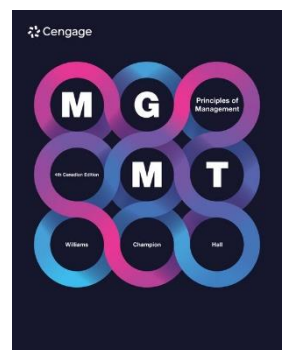
REQUIRED TEXT/RESOURCE MATERIALS:
MGMT, Fourth Canadian Edition by Williams, Champion & Hall. Nelson.

NOTE: All students **must have MindTap** online access to the online lessons and online quizzes. You must have an access code in order to gain access to the online resources.

For device, software, and network requirements, please visit the following link:
https://www.nwpolytech.ca/doc.php?d=TECHREQ

Click here to purchase course materials: https://www.bkstr.com/nwpolytechstore/product/mgmt--w-12mth-mindtap-access--canadian-999467-1

DELIVERY MODE(S):

On-campus (face-to-face) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

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.

Modules for the course will be posted online through myClass. Students are expected to complete the module readings/videos and quizzes by the pre-determined due date.

Theories and concepts will be presented through lectures, textbook readings, and in-class demonstrations. Relevant textbook readings and problems will be assigned to test the student's knowledge, understanding, and application of the material.

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.alberta.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 (10)	15%
Case Studies Presentations (2)	15%
Group Project	20%
Midterm Exam	20%
Final Exam	30%
Total	100%

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	95-100		C+	2.3	67-69
A	4.0	85-94		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

COURSE SCHEDULE/TENTATIVE TIMELINE:

Module	Week	Topic	Chapter	Activities
1	Week 1: (Sept 5-10)	Course Outline/ Introduction		Buy textbook
2	Week 2: (Sept 11-17)	Management	1	Quiz #1
3	Week 3: (Sept 18-24)	Organization Environments & Cultures	2	Quiz #2
4	Week 4: (Sept 25- Oct 1)	Ethics and Social Responsibility	3	Quiz #3
5	Week 5: (Oct 2-8)	Planning and Decision Making	4	Quiz #4 & **Team Agreement**
6	Week 6: (Oct 9-15)	Organizational Strategy	5	Quiz #5
7	Week 7: (Oct 16-22)	Innovation and Change	6	Quiz #6 & **Interview Questions**
8	Week 8: (Oct 23-29)	**Midterm Review & Midterm**	1-6	**Midterm**
9	Week 9: (Oct 30- Nov 5)	**Case #1 Presentations** & Global Management	7	Quiz #7
10	Week 10: (Nov 6-12)	Designing Adaptive Organizations	8	Quiz #8
11	Week 11: (Nov 13-19)	Study Break		
12	Week 12: (Nov 20-26)	**Case #2 Presentations** & Leadership	13	Quiz #9
13	Week 13: (Nov 27-Dec 3)	Control	15	Quiz #10 & **Meeting Due**

| 14 | Week 14: (Dec 4-10) | Final Project Presentations | | **Final Presentation** |
| 15 | Week 15: (Dec 11-12) | Final Exam Review | All | |

STUDENT RESPONSIBILITIES:

Attendance: Students are expected to attend all scheduled lectures, arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence. **Students with absences in excess of 6 classes may be refused permission to write the final exam**.

Email: Email is the preferred option to communicate with your instructor. **Email correspondence to your instructor <u>must</u> be sent from your NWP student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

Recording: Photographing and/or recording course content is strictly prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

Please click on the following link to read the student Rights and Responsibilities Policy:
https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at https://www.nwpolytech.ca/about/administration/policies/index.html.

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

ADDITIONAL INFORMATION:

ASSIGNMENTS, QUIZZES, AND EXAMS:

- You are strongly encouraged to complete all quizzes, assignments, and exams.
- You must contact the instructor to make an arrangement if you anticipate missing an evaluation BEFORE the evaluation date.
- Late assignments will have a 10% reduction per day.
- A grade of zero (0) will be assigned for any exams that are missed without prior permission.
- Turnitin plagiarism-detecting software may be used in this course.

- 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.

- Final exam is cumulative. The format utilized will be announced before exam. Final examinations are scheduled by the Registrar's office. Do not plan any activities during the examination period until you know the date of your examinations. Please see the final exam policy for more details at: https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37