

**GRANDE PRAIRIE REGIONAL COLLEGE
ARTS, EDUCATION AND COMMERCE**

**COURSE OUTLINE
MG 2000 (INTRODUCTION TO MANAGEMENT)
Fall 1997**

INSTRUCTOR: Jasmine Sihra, B.Com., M.B.A., LL.B.
TELEPHONE: 539-5154 (H) afternoons
539-2891 (W)
OFFICE: H226
OFFICE HOURS: 3:00 - 4:30 P.M. MWF or by appointment
CLASS TIME: 2:00 - 2:50 P.M. MWF
TEXT: Robbins, Stephen P., David A. de Cenzo, and Robin Stuart-Kotze.
Fundamentals of Management: Essential Concepts and Applications, Canadian Edition, Scarborough: Prentice-Hall (1996).

COURSE DESCRIPTION

Management is an increasingly complex affair and managerial knowledge needs to be both subject and process-oriented. This course gives you a taste of the subjects (e.g. human resource management, organizational behavior, accounting, etc.) that comprise the business school curriculum and an introduction to managerial skills.

By the end of the course, you should have a good idea of what you will encounter in the remainder of your business studies. In addition, you should begin to see how the various business subjects combine to provide a body of knowledge that is greater than the sum of its parts.

COURSE FORMAT

The learning process in this course is based on lectures and interactive discussion of the textbook, videos and assigned readings, primarily cases. The textbook provides the basic concepts while the cases provide you with the opportunity to see how these concepts relate to actual organizational challenges. You are expected to apply issues addressed in the textbook to case analysis. Guest lecturers with expertise in particular areas may be used.

COURSE OBJECTIVES

1. To introduce the student to the core business subjects.
2. To show how these subjects provide a framework for dealing with complex business problems.

3. To expose students to some of the key issues currently facing managers, including globalization, TQM, knowledge-based competition, customer service, strategic alliances, and the role of business in society.
4. To develop skills critical in academic and managerial life:

Communication - oral and written
 Time Management
 Having Effective Meetings
 Working in Groups
 Managing Conflict
 Research

GRADING

Grande Prairie Regional College uses the following nine-point grading scale:

90-100%	9
80-89	8
72-79	7
65-71	6
57-64	5
50-56	4
45-49	3
26-44	2
0-25	1

Every effort will be made to ensure that the final grade you receive reflects your effort and achievement as accurately as possible. Your final grade will be made up of an individual grade (70%) and a group grade (30%).

Individual Grade Component

Hand-in Case Analysis	15%
Midterm Exam	20%
Final Exam	25%
Attendance, effort and participation	10%

* In addition to the graded course assignments, you may be expected to complete various reading and writing assignments outside of class time. (e.g. chapter-end questions for discussion) Pop quizzes may be used to give feedback on your comprehension and retention. Quiz scores may be factored into the participation component of your final grade.

Re: Hand-in Case Analysis

Many of the important concepts in this course are taught with the use of case studies. To develop your analytical and writing skills, you will be expected to submit a typed double-

spaced 8-page maximum report of an assigned case. Grading will be based on both substance and form. Further information will be provided on this assignment as the due date approaches.

Re: Exams

You will be tested on your understanding of and ability to apply the concepts presented in class and in the readings. Textbook material and anything discussed in class, presented by guest speakers, videos or distributed in handouts is fair game for exams. The final exam will cover material from the start of the course. More detail on the exams will be provided as the term progresses.

Re: Participation

In a case-based course such as this, there is an implicit understanding that students (1) show up to class, (2) come prepared, and (3) contribute to the class through informal discussion. The participation grade ensures that students keep to this agreement. The participation grade is based on attendance and both the quantity and quality of in-class participation. You should expect to be called upon to answer questions during class. You *may* be asked for informal exercises or assignments to be handed in on a random basis. As well, *you* are responsible for obtaining any notes or handouts you may have missed due to an absence.

Group Grade Component

Written Report	20%
Oral Presentation of Written Report	10%

Re: Working in Groups

Learning to work effectively in groups is a critical aspect of organizational life. Since the group grade makes up such a high percentage of the final grade, you should select your group carefully. Groups should have three members.

Re: Report

You will be expected to complete both a written and oral report in this course. The report is aimed at giving you practical insight into the management process. You will be required to collect and analyze information relating to course material. A separate handout on this project will be distributed. The typed, double-spaced report, not exceeding 15 pages, is to be handed in to me and presented to the class as a group. The presentation is to be 20-30 minutes long. Presentations are to be conducted in a professional manner and are to be followed by a question-and-answer period where other students are expected to join the discussion.

LAST BUT NOT LEAST

- * hand-in assignments are to be typed, unless otherwise specified
- * hand-in assignments are due at the beginning of class on the due date
- * classes start promptly
- * if you feel you have a valid reason for an extension, please request it well in advance

- * unauthorized late assignments, if accepted, will have a 15% per day late penalty
- * enter into discussions and exercises
- * avoid private conversations when someone else has the floor
- * ask questions to make sure you understand

COURSE SCHEDULE

(*May be revised as required)

<i>Week</i>	<i>Date</i>	<i>Topics</i>	<i>Reading</i>
	Sept. 5	Course Introduction	
1	Sept. 8	Managers and Management	Ch. 1
2	Sept. 15	Changing Face of Management Foundations of Planning	Ch. 2 Ch. 3
3	Sept. 22	Planning Tools and Techniques Foundations of Decision-Making	Ch. 4 Ch. 5
4	Sept. 29	Foundations of Organizing Org. Design for the 21st Century	Ch. 6 Ch. 7
5	Oct. 6	Human Resource Management	Ch. 8
6	Oct. 13	Thanksgiving Day - No Class Mid-term Exam <i>(Specify class will be held on Fri.)</i>	
7	Oct. 20	Managing Change & Innovation	Ch. 9
8	Oct. 27	Foundations of Behavior Understanding Groups & Teams	Ch. 10 Ch. 11
9	Nov. 3	Motivating Employees Leadership & Supervision	Ch. 12 Ch. 13
10	Nov. 10	Individual Case Analysis Due Communication & Conflict Management	Ch. 14
11	Nov. 17	Foundations of Controlling	Ch. 15
12	Nov. 24	Group Presentations Control Tools & Techniques	Ch. 16
13	Dec. 1	Written Group Report Due Course Wrap-Up	
	Dec. 3	Last day of classes for this course	
	Dec. 4	Last day of classes for most programs	
	Dec. ?	Final Exam (T.B.A.)	
	Dec. 8 - 16	Final Exams for most programs	