NORTHWESTERN POLYTECHNIC

DEPARTMENT Name

COURSE OUTLINE – Winter 2024

MG2000 (A3): Principles of Management – 3 (3-0-0) 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:	Kevin Keller	PHONE:	780-539-2712
OFFICE:	C414	E-MAIL:	kkeller@nwpolytech.ca
OFFICE HOURS:	Wednesday & Friday 11:30-1:00pm		

CALENDAR DESCRIPTION:

This is an introduction 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:

Williams, C., Champion, T., & Hall, I. (2024). *MGMT*, (4th Canadian Edition). Cengage Canada.

NOTE: **All students must have online access to MindTap – Cengage Learning lessons and online quizzes.** You must have an access code in order to gain access to the these resources. It is the student's choice if they purchase a textbook with an access code or an e-textbook with access code. If you have difficulty accessing the online resources, try an alternative web browser.

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

DELIVERY MODE:

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.
Attend On-Campus, In-Person.

LEARNING OUTCOMES:

1. Upon the successful completion of this course, students will be able to:
2. Describe the basic functions of management and the different types and levels of
3. management.
4. Utilize management terms as they relate to business situations.
5. Identify the different levels of authority, responsibility, and the decision making approaches within an organization.
6. Recognize how ethics, environmental concerns, and politics impact Canadian businesses.
7. Apply critical analysis to resolve complex management problems.
8. Employ productive communication and collaboration to work effectively within a group.

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:

Participation Exercises (in class only)	10%
Quizzes (11 quizzes in total, lowest 2 will drop off)	15%
Business Conference Assignment	5%
Project	20%
Midterm	20%
Final	30%
Total	100%

Evaluation Policies:

- **Turnitin** plagiarism detecting software may be used in this course.
- **Participation Exercises** – group or individual based, in-class exercises conducted on a random basis. You will need to be present in class to receive marks for these.
- **Quizzes** - conducted online in MindTap – Cengage Learning 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. There will be 11 quizzes, with one attempt each. Lowest scores on two quizzes will drop off from the Gradebook. Re-writes or extra work will not be granted for missed quizzes or unsuccessful attempts.
- **Business Conference Assignment** – this is a report due, **March 24th**, and after your required full day attendance at the **March 19th** NWP Student Business Conference.
- **Project** - will be completed in a small group and presented to the class.
- **Midterm exam** - tentatively scheduled for **Feb. 28th**, during scheduled class time. Do not plan activities or trips during this period.
  - Unexcused absences will be assigned a grade of zero. No rewrites will be granted for missed or unsuccessful attempts.
  - For excused absences, the weighting of a term test *may* be transferred to the final exam at the instructor's discretion. Students with absences more than 6 classes will be refused the ability to move any test weightings to the final exam.
- **Final exam** is a 2-hour cumulative test. The format utilized will be announced before exam. Final examinations are scheduled by the Registrar during the period from **April 17 to 24**. Do not plan any activities or trips during this period. Re-writes or extensions for the final exam will *not* be granted, and any unexcused absences will be assigned a grade of zero.

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

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COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Start Date	Topic	Required Reading
Jan 8	Outline / Course Overview/Management	Chapter 1
Jan 15	Organization Environments & Cultures	Chapter 2
Jan 22	Ethics and Social Responsibility	Chapter 3
Jan 29	Planning and Decision Making	Chapter 4
Feb 5	Organizational Strategy	Chapter 5
Feb 12	Innovation and Change	Chapter 6
Feb 19	**Family Day and Winter Break (no classes)**	
Feb 26	Project **Midterm (February 28)**	**Chapters 1 - 6**
Mar 4	Global Management	Chapter 7
Mar 11	Designing Adaptive Organizations	Chapter 8
Mar 18	Leadership **Business Conference – March 19**	Chapter 13 **Assignment due March 24 at 11:59pm.**
Mar 25	Control	Chapter 15
Apr 1	Presentations	
Apr 8	Managing Information in a Global World	Chapter 16
Apr 15	Last Day of Classes	
Apr 17-24	**FINAL EXAM (TBA)**	All Chapters from Above

STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of NWP. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; please see
https://www.nwpolytech.ca/about/administration/policies/
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:

Attendance

Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the scheduled class. Students may be refused permission to write the final examination on the advice of the instructor. This usually happens when absences are more than six absences, *or* if significant assessments like assignments, quizzes, tests, and/or exam(s) are not completed; see Examination Policy and Debarred from Examinations;
https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37.

Time Management

The expectation for this course is that students read/review the course material before class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. See **Course Schedule/Tentative Timeline** section above. Course materials and announcements will be available on myClass, MindTap – Cengage Learning, and NWP Webmail. Students are responsible for checking all three websites regularly.

Cell Phones, Recording and Photos

The use of cell phones during class time is unprofessional and distracting to the instructor as well as fellow students. Cell phones must be turned off or set to silent and placed out of sight during class time. Recording lectures or taking photos in class 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. Any images taken without instructor consent will need to be deleted immediately.

Email

Students may contact the instructor by NWP Webmail. Webmail will be answered within one business day outside of stated office hours. Webmail correspondence must be sent to your instructor from your NWP Webmail account. Webmail should be professionally formatted with correct spelling and grammar. Webmail must include a subject line and reference to the course code and material(s) and/or textbook pages, etc.

Copyright

NWP respects Canadian and International laws and agreements with respect to the use of copyright materials. It is the responsibility of the individual using copyrighted materials to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy, and the Copyright Practices Guide for NWP instructors and Staff. See https://www.nwpolytech.ca/about/administration/policies/index.html and https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=71 .