



COURSE OUTLINE

Business 110

Introduction to Management

45.0 Hours
3.0 Credits

PREPARED BY: Megan Klassen, Instructor

DATE: August, 2017

APPROVED BY: Margaret Dumkee, Dean

DATE: August, 2017

APPROVED BY ACADEMIC COUNCIL

RENEWED BY ACADEMIC COUNCIL



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BUS 110 - Introduction to Management

INSTRUCTOR: Megan Klassen, MBA	OFFICE HOURS: By appointment
OFFICE LOCATION: N/A	CLASSROOM: Room A2206
E-MAIL: mklassen@yukoncollege.yk.ca	TIME: 6:00 pm - 9:00 pm Wednesday
TELEPHONE: 336-0779 (Home)	DATES: Sept 6 - Dec 21

COURSE DESCRIPTION

Introduction to Management is an introductory level course that surveys the field of management in an international - but primarily North American - context.

Various aspects of management theory will be examined, and linked to current management practice in Canada and abroad. The instructor will try to place some emphasis in this introductory course on practical solutions to common managerial problems.

The text for Introduction to Management, around which the instructor will structure the course, is organized into the following sections:

- An introductory section, which includes a conceptual overview of managers and their terrain
- A second section dealing with planning, managerial decision making, and strategic management
- A third section dealing with organizational structure, management communications, human resource management, and the management of change and innovation
- A fourth section dealing with motivation, managing groups and teams, and leadership
- A concluding section covering the foundations of control and managing operations

Supplementary material will be introduced by the instructor as the course progresses.

The instructor would like to discuss as much current management theory (and as many current applications) as possible, without compromising the basic theory which is fundamental to the course.

PREREQUISITES

This course has no prerequisites.

As in all management courses, the more supervisory and organizational experience a student has, the more relevant the course will probably be.

EQUIVALENCY OR TRANSFERABILITY

BUS 110 is transferable within the BCCAT system. Please see the BCCAT transfer guide for more information (<http://www.bctransferguide.ca/search/course>).

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to

- 1) Convey to the importance - and the personal relevance - of a career in management. By the end of the course, students should know something of the basics of managerial science and should exhibit a good understanding of current management issues.
- 2) Students should be able to diagnose and recommend solutions to a variety of managerial and organizational problems, which they will demonstrate through the submittal of a case report - written in effective and appropriate English - towards the end of the course.
- 3) Students will develop their decision-making and human relations skills by managing a simulated business in a small group setting.
- 4) Students will demonstrate their time management skills by meeting deadlines and submitting assignments on time.

COURSE FORMAT

Course content will be presented through lectures, sample problems, and demonstrations. I encourage all students to raise and answer questions and get actively involved in any class discussions that might arise.

ASSESSMENTS

Attendance & Participation

Attendance and participation are graded. A portion of the final grade is based on attendance and participation in class. Parts of the midterm and final exams will be based directly on class lectures and discussions. If you do miss a class, it is your responsibility to find out what you've missed from a classmate.

Assignments

There will be two assignments that will be given in class. The first assignment will be due October 4th and the second assignment will be due November 15th.

Case Study

As a group, you will be responsible for researching and presenting your results of a case study that will be given in class.

Tests

There will be a midterm on October 18th and a final exam that will be scheduled during the final exam period. The final exam schedule will be available in October.

EVALUATION

Participation	5%
Assignments	15%
Midterm Exam	25%
Case Study	25%
Final Exam	30%
Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

Robbins, S.P., Coulter, M., Leach, E., and Kilfoil, M., (2016): **Management - Eleventh Canadian Edition**: Pearson Education Canada, 552 pp.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:

http://www.yukoncollege.yk.ca/search/downloads/academic_regulations_2017

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or

lassist@yukoncollege.yk.ca.

TOPIC OUTLINE

Class	Date	Topic
1	Sept 6	Introduction to the Course Chapter 1: Intro to Management and Organizations
	Sept 8	Last day to register for fall courses
2	Sept 13	Assignment 1 Given Chapter 2: Organizational Culture and the Organizational Environment
	Sept 15	Last day to change courses
3	Sept 20	Chapter 10: Organizational Design
4	Sept 27	Case Report Given Chapter 3: Managing in a Global Environment
5	Oct 4	Assignment 1 Due Chapter 4: Managing Entrepreneurially Chapter 5: Managing Responsibly and Ethically
6	Oct 11	Chapter 6: Innovation and Adaptability Chapter 7: Decision Making
7	Oct 18	Mid Term Exam
8	Oct 25	Mid Term Review Assignment 2 Given Chapter 8: Foundations of Planning
9	Nov 1	Chapter 9: Planning Strategically Chapter 11: Managers and Communication
10	Nov 8	Chapter 12: Managing Human Resources Chapter 13: Leadership

	Nov 10	Last day to withdraw from courses without academic penalty
11	Nov 15	Assignment 2 Due Chapter 14: Motivating Employees Chapter 15: Managing Groups and Teams
12	Nov 22	Case Report Presentations
13	Nov 29	Finish Case Report Presentations Chapter 16: Evidence Based Decision Making
14	Dec 6	Informal Review (Optional)
15	TBD	Final Exam