

BUS 191AHF – Fundamentals of Management*Credits 3.00, 3 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

Instructor Name: Gregory Krabes
Office location: Virtual by appointment only
Email: gregory.krabes@keyano.ca

Office Hours

Monday – Friday Virtual by appointment only

Hours of Instruction

Tuesdays 10:30 – 11:50
Thursdays 10:30 – 11:50

Required Resources

Textbook title

Fundamentals of Management, Eighth Canadian Edition, 9/E
Stephen P. Robbins, San Diego State University
David A. DeCenzo, Coastal Carolina University
Mary A. Coulter, Missouri State University
Ian Anderson, Algonquin College

Course Learning Objectives

Upon completion of this course, the students shall be able to:

1. Understand basic managerial theories, practices, activities and their application within the political, economic, social and technical environment
2. Demonstrate knowledge of the historical development and varying perspectives concerning management theories and their applications within organizations
3. Describe various management theories and provide examples of practical applications within a work setting
4. Identify internal and external stakeholders and influences within a management environment
5. Discuss various current management issues
6. Discuss best practices within the area of management

7. Critically analyze a case study within the area of management

Evaluation

Examinations.....	65%
<i>Quiz I</i>	13%
<i>Quiz II</i>	13%
<i>Quiz III</i>	13%
<i>Quiz IV</i>	13%
<i>Quiz V</i>	13%
Presentations / Challenges / Research.....	35%
<i>Enterprises</i>	5.0%
<i>World Organizations</i>	5.0%
<i>Top Employer – video project</i>	15.0%
<i>Personal reflection</i>	10.0%
Total	100%


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.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
Good	B+	3.3	77 – 79.9
	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
Satisfactory	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
	C-	1.7	60 – 63.9
Poor	D+	1.3	57 – 59.9
Minimum Pass	D	1.0	50 – 56.9
Failure	F	0.0	< 50

Proposed Schedule of Topics

Week	Week of	Topic
1	04.01.2022	Introduction to Management Course
	06.01.2022	Chapter 1: Introduction to Management and Organization Supplement 1A: A Brief History of Management
2	11.01.2022	Supplement 1B: Small and Medium-Sized Enterprises and Organizations Supplement 1C: Entrepreneurship Introduction to Top Employer – video project
	13.01.2022	Pre-Quiz #0 Chapter 1 0%
3	18.01.2022	Chapter 2: Environmental Constraints on Managers
	20.01.2022	Quiz #1 Chapters 1 – 2 13%
4	25.01.2022	Chapter 3: Decision Making
	27.01.2022	Enterprises Presentation..... 5%
5	01.02.2022	Chapter 4: Planning and Strategic Management
	03.02.2022	Chapter 5: Organizational Structure and Design
6	08.02.2022	Chapter 6: Human Resource Management
	10.02.2022	Quiz #2 Chapters 3 – 5 13%
7	15.02.2022	Top Employer Q&A
	17.02.2022	World Organizations.....5%
8	22.02.2022	 READING WEEK
	24.02.2022	
9	01.03.2022	Chapter 7: Managing Innovation and Change
	03.03.2022	Chapter 8: Understanding Groups and Teams
10	08.03.2022	Chapter 9: Motivating and Rewarding Employees
	10.03.2022	Quiz #3 Chapters 6 – 8 13%
11	15.03.2022	Top Employer – video project.....15.0%
	17.03.2022	Chapter 10: Leadership
12	22.03.2022	Chapter 11: Managing Communication and Information
	24.03.2022	Quiz #4 Chapters 9 – 11 13%
13	29.03.2022	Chapter 12: Foundations of Control
	31.03.2022	Chapter 13: Operations Management
14	05.04.2022	Quiz #5 Chapters 12 – 13 13%
	07.04.2022	Personal reflection 10%

Please Note:

Date and time allotted to each topic is subject to change.

Performance Requirements

Personal Reflection Paper

A reflection paper is your chance to add your thoughts and analysis to what you have read and experienced in this course. A reflection paper is meant to illustrate your understanding of the material and how it affects your ideas and possible practice in the future.

Pick a manager who you know and admire (school, work, home, etc), it can even be a movie character; using Management theory explain why in your opinion that person is successful or maybe even admired.

In 1000 plus words, using all the knowledge gained in Communication courses (proper Business writing style and structure), please explain your position. A short PPT presentation should be created to be used during your in-class presentation. Please note that both, written work and PPT presentation must be uploaded into Moodle before the deadline. (PDF formats are not accepted).

This activity will be worth 10% of the total course mark.

Top Employer

Top 100 Employers project is a national competition to determine which employers lead their industries in offering exceptional workplaces for their employees. In conjunction with The Globe and Mail, every year a competition is held to determine a winner. The results are published in the media for all 13 administrative jurisdictions of Canada (10 provinces and 3 territories).

Students will be asked to join groups created in Moodle. The groups will be named after the 13 administrative regions of Canada (10 provinces and 3 territories). Each group will choose a company that made the Top Employer list for that province or territory. An indebt study of this company must be undertaken.

A 10-minute recorded presentation must be created using MS PowerPoint recording features. Your video should contain images of your well-developed, professional business slides, images of all participants, and of course narration. The content should include but not limited to:

- Name and all relevant data
- Description of the sector they are operating (product/service)
- Management team
- Major achievements
- Reason for being recognized
- Future plans
- Other interesting highlights

This project must be uploaded into Moodle.

This video must be uploaded into Moodle. We will be sharing our work with our Management partner class at CFBC in St Kitts and Nevis. Students there will create similar videos showcasing their best employers.

This activity will be worth 15% of the total course mark.

Presentations

1. Enterprises

Every participant will present to the class an Enterprise of their choice. A PPT presentation using all the knowledge gained in Communication courses (proper Business writing style and structure), to be deposited into Moodle before the class. This presentation should be no longer than 6 minutes. The content of this presentation should be as follow:

- Name and origin
- Short history
- Current executives
- Products or services and markets present
- Two highlights about the enterprise or its products or services

This presentation will be conducted during our regularly scheduled classes. This activity will be worth 5% of the total course mark.

2. World Organizations

Every participant will present to the class World Organization of their choice. The choice must be cleared with the instructor beforehand. A PPT presentation must be prepared to be deposited into Moodle before the class. This presentation should be no longer than 6 minutes. The content of this presentation should be as follow:

- Name and origin
- Short history
- Current members (must include a geographical map)
- The role of the organization
- Two highlights about the Organization

This presentation will be conducted during our regularly scheduled classes. This activity will be worth 5% of the total course mark.

Performance Requirements and Student Services

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](#). The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and 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 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; and
- 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 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 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 may not be graded until you show this signed certificate.

Specialized Supports

The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30.

Accessibility Services: provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility services supports and to book a virtual appointment, please contact accessibility.services@keyano.ca.

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing accessibility.services@keyano.ca

Wellness Services: offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. All individual appointments will continue virtually.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing wellness.services@keyano.ca.

Library Services: provides students with research and information supports as they engage in their studies. Library staff are available to support you both virtually and in person throughout the semester.

For a detailed list of library supports and services, go to www.keyano.ca/library. For any inquiries, please email askthelibrary@keyano.ca.

Begin your research with the [Library's FIND page](#). Search for sources using OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with the Information Librarian is available virtually. Appointments can be requested by using the [Book A Librarian online form](#).

Research and Subject Guides are helpful resources when beginning your research or addressing other information needs. To view a subject or course specific guide, go to the Subject Guide webpage [here](#).

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

The Loanable Technology collection is available to support students in their online learning pursuits. Items available for borrowing include mobile projectors, webcams, noise cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing, go to the Library's [Loanable Technology webpage](#).

Skill Centre: Provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, assignment/lab support, writing support groups, facilitated study groups, workshops, and study space. This service is free and is available for all Math, Sciences, Humanities and Trades courses offered at Keyano.

While most courses are being offered online, the Skill Centre will be offering mostly virtual services and in-person sessions as requested. Please email Skill@keyano.ca to get in contact with our Academic Content Specialists. The Skill Centre is located in CC-119 at the Clearwater Campus.

For the most up to date information on how to book a session, please view the [Keyano Skill Centre homepage](#).

Academic Success Coaching: offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. Academic.success@keyano.ca is the best way to access resources during virtual service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

E-Learning

Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements.

Internet Speed

Minimum Internet speeds of 5 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home).

Check your internet speed with Fast.com.

System requirements:

Microsoft Windows	Apple
<p>Minimum Requirements:</p> <p>A Windows 10 computer/laptop</p> <ul style="list-style-type: none"> · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software 	<p>Minimum Requirements:</p> <p>A Macintosh (V10.14 and above) computer/laptop</p> <ul style="list-style-type: none"> · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software.
<p>Recommended Requirements</p> <ul style="list-style-type: none"> · 8GB of RAM · A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free. 	<p>Recommended Requirements</p> <ul style="list-style-type: none"> · 8GB of RAM · A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.
<p>Chromebooks are not recommended as they are not compatible with testing lockdown browsers.</p> <p>A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>	

Specific Department Requirements:

Business and OA programs require Windows 10.
Other programs may utilize Windows based tools as well.

Computer Software

Students will be able to get access to Microsoft Office 365 for free using Keyano credentials by [clicking here](#).

Recording of Lectures and Intellectual Property

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus, no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College’s expectations from students as members of the intellectual community.

ITS Helpdesk

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing its.helpdesk@keyano.ca or calling 780-791-4965.

For Tuesdays Meetings	For Thursdays Meetings
<p>Microsoft Teams meeting Join on your computer or mobile app, never in your browser Click here to join the meeting</p>	<p>Microsoft Teams meeting Join on your computer or mobile app, never in your browser Click here to join the meeting</p>
<p>Students are expected to have a video on for the duration of the class</p>	<p>Students are expected to have a video on for the duration of the class</p>
<p>Or call in (audio only) +1 647-749-9376, 919967469# Canada, Toronto Phone Conference ID: 919 967 469# Find a local number Reset PIN Learn More Meeting options</p>	<p>Or call in (audio only) +1 647-749-9376, 591152438# Canada, Toronto Phone Conference ID: 591 152 438# Find a local number Reset PIN Learn More Meeting options</p>