COURSE OUTLINE
BUS 1170 C01 – Introduction to Management
Winter 2022

Lethbridge College inspires and facilitates learning and innovation to meet economic and social needs.

Centre: Business, Arts, and Sciences	**Program:** Business Administration
Instructor: Natalie Barfuss, PhD, MBA Office: IB 2138 Email: Natalie.barfuss@lethbridgecollege.ca	**Instructor Availability:** Office Hours: Mornings until 10, IB 2138 Virtual office hours – available by appointment Messages will be responded to within 2 days Monday-Friday between 9-4 pm.
Delivery Method: Online 3 hours per week (45 hours total)	**Class Time & Location:** View your personal class schedule (days, times, rooms) through Self-Service or on Canvas. M/W 12:30 PM - 1:50 PM Andrews Bldg, AN1528 **NOTE**: times posted in Canvas are Mountain Daylight Time MDT (current Lethbridge College time). Make sure that you sign on at the correct time (this is especially important if you are in a different time zone).
Credits: 3	**Pre-Requisites:** **Co-Requisites:**
Open to Supplemental Exam: N **Research Component:** N	**Program Chair:** James Reimer **Associate Dean:** Marda Schindeler **Dean:** Dr. Kevin Smith **Main Program Contact:** business@lethbridgecollege.ca

Academic Calendar Description:
The exploration of the four basic components of management: planning, organizing, leading and controlling. Includes theoretical background as well as practical application through case study analysis.

Course Outcomes:

Upon successful completion of this course, the student will be able to:
1. Recall the characteristics and functions of effective teams and apply them in their own student teamwork.
2. Analyze organizational structure and distinguish between characteristics which influence culture.
3. Apply predominant leadership and motivational theories to real life situations.
4. Use the planning and decision-making process to solve management problems.
5. Set strategic plans, goals, and objectives for organizations and your career.
6. Identify the forces for change and utilize the change process in a real-life exercise.
7. Discuss the need for managerial ethics and corporate social responsibility while exploring a corporation's (sometimes conflicting) duty to their shareholders and society at large.
8. Examine the human resource management process, and how it relates to overall corporate strategy.
9. Analyze the control process using an effective control system to determine when corrective actions are required.
10. Integrate self-analysis and reflection using critical thinking and scholarly review processes.

Course Assessments:

Assessment (Assignment or Exam)	Value	Due
Chapter Quizzes (MindTap)	10%	Throughout
Team Case 1 & Presentation	15%	Week 4-5
Team Case 2 & Presentation	15%	Week 8-9
Team Case 3 & Presentation	15%	Week 12-13

Reflection Portfolio
    Includes:
        • Self Assessments
        • Personal Mission Statement
        • Personal Goal Setting
        • Research Analysis
And other work as assigned
	20%	Components completed throughout
		
		Due
		Week 14

Final Exam – Comprehensive	25%	Exam Week
Total	100%	

Penalties/Notes about Late Assignments:

All work done during the class time may not be turned in late. This includes group work, exams/quizzes, and presentations.

For out-of-class work, it is the learners' responsibility to complete and submit work on time. Once completed assignments have been returned, no late assignments will be accepted. Likewise, once the quiz marks have been returned, learners will not be allowed to write quizzes. Technology issues, travel concerns, Wifi challenges, uploading incorrect files, and/or forgetting about due dates, or a busy schedule, are not considered emergencies. There is no extra credit at the end of this course.

If learners are unable to submit an out-of-class assignment by the posted due date, they must notify the instructor BEFORE the due date. If approved by the instructor, late assignments will lose 15% per day. After four days, the assignment will be given a zero.

Turnitin software is used for plagiarism detection.

Grading System:

Grade	Percent	Grade Point	Explanation
A+	95 – 100	4.0	EXCELLENT
A	90 - 94	4.0	EXCELLENT
A-	85 - 89	3.7	EXCELLENT
B+	80 - 84	3.3	GOOD
B	75 - 79	3.0	GOOD
B-	70 - 74	2.7	GOOD
C+	67 - 69	2.3	SATISFACTORY
C	63 - 66	2.0	SATISFACTORY
C-	60 - 62	1.7	SATISFACTORY
D+	55 - 59	1.3	MINIMAL PASS
D	50 - 54	1.0	MINIMAL PASS
F	0 - 49	0.0	FAILURE

Grading:
Official final grades will be available on Self-Service. Grades posted in Canvas should be considered interim grades.

Note: Grade Point Average (GPA) is the standard average measure of performance. Term GPA is an average of the grade points earned in all classes for that term and determines academic standing from term to term. Maintaining the Term GPA required for your program allows for progression in your program. Program GPA is the average grade points earned in all courses required for your program. Successfully meeting the Program GPA required is one criterion for graduation eligibility. To learn more about GPA contact Career & Academic Advising.

Program/Course Attendance Requirements (if applicable):

Students are expected to access Canvas email and the 'Announcements' section of this course on a very regular basis.

Active participation in class meetings is highly encouraged and is strongly tied to academic achievement in this skills-based course.

General Course Expectations:

Access to the Internet is required. You will need to access the Canvas website and MindTap for course content and for completing assignments.

As BUS 1170 is a three-credit course, you will have one semester to complete the work. Your instructor must receive all course requirements by the due dates.

This course is designed to allow you to work at a pace consistent with classroom instruction with your classmates in a cohort. It is essential that you make use of the readings, textbook, and website information to expand your knowledge on the subject matter.

All assignments must be typed. You need to proofread your work before submitting it. It is expected that your assignments will reflect the writing skills needed for a college level course. Spelling, grammar, sentence structure, and organization of ideas are important. Errors in writing style will affect your assignment mark.

Tests:
For each chapter, you'll have a short, graded quiz in MindTap.

At the end of the course, there will be a cumulative final exam worth 25% of your final grade. The final exam will be based on text and classroom content. This date will be posted in My Horizon under Course Timetables.

https://lethbridgecollege.ca/departments/registrars-office/course-timetables

Group Case:
Cases provide students the opportunity to engage in meaningful dialogue with their peers. Cases will be preassigned, and it is expected that students will present themselves on case day, having read the case and considered the management concepts to be explored. Peer evaluation will be in effect and students who do not attend or do not fully participate (lack of preparation, distraction with smartphone, joking and not working, and so on) will receive a reduction in grade, and grades can be reduced to as low as zero.

Students will participate in in-class presentations to present their case findings to the class. The presentation provides students the opportunity to engage with their peers while simultaneously allowing for the opportunity to experience the characteristics and functions of teams and teamwork in a classroom setting.

Reflection Portfolio:
The ability to manage begins with self-assessment. Throughout the course students will have several opportunities to complete assessments of their skills and attributes, followed by critical analysis and comparison to scholarly research findings. Research and synthesis of research findings into real-life situations is an integral and practical aspect of management. Students will demonstrate competence in completing scholarly research, critically applying that research, and presenting it in a complied portfolio that includes APA formatted annotations.

Instructional Method:

Work-Site Based Experience:

There is a practical component of this course. BUS-1170 may include a variety of work-site based examples, exercises, role-play scenarios, and case studies. Discussion, analysis, and development of solutions for these will provide the learner with valuable, practical exposure to the challenges facing people in various roles within corporations, firms, and other forms of organization.

LC Student Core Competencies:
We will be working with materials from the Lethbridge Student Core Competencies.

Students will have the opportunity to earn electronic badges demonstrating skills that can be incorporated into professional career portfolios.

Required Text(s), Materials, and Technology:

Williams, C., Champion, T., & Hall, I. (2018). *MGMT: Pinciples of Managment.* (3rd Cdn ed.).
    Ontario, Canada: Nelson Education Ltd. Available through Canvas.
    *Will need access to online **MindTap.***

Note: Important Dates and Deadlines can be found on the Lethbridge College website.

Student Resources

Canvas:
Canvas is the Learning Management System (LMS) used by Lethbridge College. All students at Lethbridge College have access to Canvas, where they will locate course resources such as course outlines, grades, course materials, Canvas Inbox, and learning activities. Canvas also has a mobile app.

Lethbridge College Email:
Lethbridge College email is the main source of communication outside your individual courses. Be sure to access this often to ensure you have the most up-to-date information from across the campus.

Buchanan Library:
Use the Buchanan Library in person or online to find research materials required for class assignments and to help you with your information needs. Access over 50 databases to find articles on almost any topic and use our online catalogue to find books, ebooks, videos, articles, and more. Our staff provides guidance on how to find the resources you require.

Learning Café:
Students are encouraged to access the Learning Café in the Buchanan Library for various free services, including academic tutoring support (online and face to face), APA documentation and study skills workshops, peer tutoring, and online learning resources.

Accessibility Services:
Students requiring academic accommodation (e.g., extra time, separate space, etc.) must register with Accessibility Services to determine eligibility for and implementation of these supports. If you have further questions, please feel free to speak to your instructor or contact Accessibility Services for more information.

Health and Shepell Counselling Services:
Our Health Services health care team of registered nurses, doctors, and psychiatrists are here to provide services that positively influence your health and well-being. Shepell offers a variety of services to help you meet the challenges of achieving your personal, professional, and academic potential. The primary form of support is personal counselling, which provides an opportunity to work collaboratively with a counsellor.

Advising:
Academic advisors are a great place to start if you aren't sure where to go for help. They are experts on college policies, procedures, program requirements, academic planning, and student supports, and they can help you at any point in your college experience.

Student Core Competencies:
Every student has the opportunity to earn, track and share achievement in seven areas of competency through the Hive. The student Core Competencies allow students to share evidence of achievement in the areas of critical thinking, global citizenship, teamwork and collaboration, communication, career and personal development, innovation, and problem solving. Please see the student hive or Student Core Competency website for more information.

Other Services:
If you would like more information on the many services available to students, please check out the Current Students section of the Lethbridge College website.

Institutional Policies and Practices

Course Work Used as Examples:
Should your instructor wish to use your work in future educational purposes, you will be asked to complete and sign a Student Release Form, authorizing both the instructor and/or the College to use your course work. This form, along with a copy of your work, is retained in the official copyright files located in the College's Intellectual Property Office. If you have any questions regarding Copyright and/or Intellectual Property, please contact the Intellectual Property Office.

Retention of Assignments and Exams:
Examinations/assignments will be retained by instructors to the end of the final grade appeal period. After the appropriate retention period, records will be destroyed in a secure manner. *Note:* Practicum course evaluations may be kept for a longer period of time. Please see the Records Management policy for more information.

Student Rights and Code of Conduct:
Academic Honesty is necessary for students to achieve excellence and for the preservation of the integrity and reputation of the course, the program, and of Lethbridge College as an institution. Lethbridge College supports and demands academic honesty in all academic learning activities.

Plagiarism is a serious offence and will be handled in accordance with Lethbridge College policy. The penalties for plagiarism vary in degrees but may result in expulsion from the Lethbridge College. For definitions of what is included as plagiarism and academic dishonesty, please view the Student Rights and Code of Conduct policy.

Recording of Classes:

Audio/video recording is permitted _only_ with the prior written consent of the instructor or if recording is part of an approved accommodation plan. Such a recording is for the personal use only of the student who has permission to record. Following the course all such recordings must be destroyed.

Other Policies:
Students should be aware of policies and procedures that may impact them directly. More information can be found on the Lethbridge College Policies page.

Important Notes about your Course Outline:
Please retain a copy of this course outline for future reference. It can be useful in providing documentation for course transfer credit.

Research Disclaimer:
This course does not include any research activities that involve human participants.

Respondus Monitor Disclaimer:

This course requires the use of Respondus Monitor for some/all exams. Respondus Monitor is a fully automated system that uses your computer's webcam to record you while you complete your exams using Respondus LockDown Browser.

Your personal information is being collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act, and is managed in accordance with Part 2 of the FOIP Act. Exam recordings may be viewed for the purpose of invigilating your exam and may be used to investigate allegations of Misconduct. Recordings will not be used or disclosed for any other purpose without your written consent, unless allowed or required by law.

If you have any questions about how the information you provide is collected, stored, used or disclosed you can contact the College's FOIP Coordinator by phoning (403) 320-3361, emailing privacy@lethbridgecollege.ca, or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Institutional Compliance.

Other Program Contacts

To contact the Dean or Associate Dean for the program, please contact the main program phone number on page 1 of this outline