



## MGMT-204 – Principles of Management

### Business

**Effective Term & Year:** Fall 2022

**Course Outline Review Date:** 2025-03-01

**Program Area:** Business Management

#### Description:

This course provides an overview of management. It covers theory, process and practice of the four fundamental management skills: Planning, Organizing, Leading and Controlling, as well as the role of managers in organizations.

#### Program Information:

This course is required for the General Management program in Business Management and the Tourism and Recreation Management program. It may be used as an elective in other Business Management programs.

**Delivery Methods:** On-campus (Face-to-Face), Online

**Credit Type:** College of the Rockies Credits

**Credits:** 3

**Course type/s:** Business Management

#### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other

Total	45
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### Course Requisites:

- Completed at least 1 of the following:
  - ENST 12 – English Studies 12
  - ENFP 12 – English First Peoples 12
  - ENGL090 – English – Provincial Level

### Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

### Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

### Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Robbins, S.P., DeCenzo, D., Coulter, M., & Anderson, N. (2015). *Fundamentals of Management*, (8th Canadian ed.): Pearson.

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

## Learning Outcomes:

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

### Knowledge

- define the nature of Canadian business and identify its main goals;
- describe different types of global economic systems;
- describe the basic functions of management and the different types and levels of management;
- describe the basic management skills and activities;
- understand the role of management in making business decisions;
- identify elements of private enterprise and explain the various types of competition in the Canadian economic system;
- define social responsibility and understand the benefits and costs of this goal;
- define sustainability and identify what organizations can do to incorporate sustainability;
- identify stakeholders in organization;
- recognize functions of Human Resource Management and how they are interrelated; and
- identify the different levels of authority and responsibility and the decision making approaches within an organization.

### Comprehension

- use management terms as they relate to business situations;
- recognize environmental factors that influence business including the economic, technological, political-legal and socio-cultural environments;
- develop personal codes of ethics and see how they influence organization;
- identify components of corporate culture and why it is important;
- explain how organizations can be structured according to specialization department; and
- identify strategic significance of Human Resource Management to the organization and Human Resource Management's role in sustainability.

### Application

- understand and apply management principles and concepts as they apply to business situations;
- through case studies and in class discussions, apply the concept of social responsibility to both the environment and to the stakeholders of the firm; and
- prepare an implementation plan for a social responsibility program in a sample company. Cover the four areas of responsibility including: the environment, customers, employees and investors.

### Analysis

- critically evaluate business situations and information; and

- show the relationship between social responsibility and ethics and the business and explain how these concepts can affect the business.

## **Teamwork and communication**

- communicate and collaborate to work effectively within a group.
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## **Course Topics:**

### **Introduction**

- The complexities of managing business in the 21st century
- The changing environment of management
- Ethics, diversity, culture and social responsibility in management
- Options in managing entrepreneurial organizations

### **Planning**

- Components of decision-making
- Planning and setting of organizational objectives
- Strategic management

### **Organizing**

- Fundamentals and design of organizational structures
- Staffing and Human Resource Management

### **Leading**

- The process of being a leader
- Influence individual behavior and motivation
- Communication skills
- Leading groups and teams
- Leading organizational change

### **Controlling**

- Controlling and building commitment

*See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.*

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## Evaluation and Assessments

### Assessment Type: On-Campus (face-to-face)

Assessment Type	% of Total Grade
Assignment(s)/Class Works	10%
Quizzes	10%
Projects/Case Studies	10%
Midterm	35%
Final Exam	35%
Total	100%

### Assessment Type: Online

Assessment Type	% of Total Grade
Assignment(s)	10
Quizzes	10
Midterm	35
Final Exam	35
Participation in Online Discussions	10

## Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50

**Pass requirements:** None

**Evaluation Notes:** Certificate and diploma students are required to maintain a minimum course grade of C- (55%) in all program courses. BBA students are required to maintain a minimum course grade of C (60%) and an average course grade of C+ in all program courses that contribute to the BBA.

### Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

### Academic Policies:

College of the Rockies policies related to courses can be found at

<https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
  - Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
  - Policy 2.5.8 Academic Performance
  - Policy 2.5.3 Grade Appeal
  - Policy 2.4.9 Student Concerns Re Faculty
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### **Equivalent Course(s) and Course Code Changes**

Prior Course Code: BUAD 104 >> MGMT 204

Date changed: June 2010

### **Course Changes:**

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.