

BUS 108 Introduction to Management & Organizations

SEMESTER: Spring 2022
COURSE DETAILS: Via Zoom
INSTRUCTOR: Mandy Judge
EMAIL: judm@learning.fraseric.ca
OFFICE HOURS: TBC

PREREQUISITES

N/A

OBJECTIVES/COURSE OVERVIEW

BUS108 is a general introduction to try and answer the question "What is Business?" This course introduces students to the principles and practices related to management in the current business world. Using lectures, Internet research, a regular reading of business journals and newspaper articles, students will acquire knowledge and basic skills that allow them to understand the forces at work in the business world, and how to apply what they learn to critically evaluate information presented to them. They will develop an understanding of the complexities confronting management in any company, and will gain important insights into organizational behaviour issues, external influences and their impacts on management strategies.

COURSE TOPICS

- Introduction to business and organizations.
- Introduction to the role management plays in organizations.
- Understanding case studies and critical thinking.
- Learning how all the pieces fit together, including Finance, Administration, Human Resources, Information Technology, Economics, Marketing, Public Relations, Operations, Research.
- Learning how Policy, Logistics, Projects, Environment, Ethics, Stakeholders, and the Corporate Culture within an organization all affect businesses and individual management.
- Learning how all the pieces fit together and what different skill sets a manager needs to have to succeed in today's environment.
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OPTIONAL TEXT (eBook version provided with course registration)

Text: Robbins, Stephen P.; Coulter, Mary; Leach, Ed and Kilfoil, Mary. ***Management***, 12th Canadian Edition, Copyright 2019, Pearson Canada Inc. ISBN 978-0-13-465687-8.

COURSE ASSESSMENT

Attendance: 16%

Participation in class: 12%

Participation in Group Activities: 12%

Four Chapter Quizzes: total 24%

Midterm: 10%

Final Exam: 15%

IMPORTANT NOTE:

- Minimum 50% is required to receive D, 60% for C-, 63% for C, 66% for C+, 70% for B-, 73% for B, 76% for B+, 80% for A-, 85% for A, and 90% for A+.
- Students who do not obtain a passing grade in the midterm and final exam may not obtain a pass (D or better).
- The final exam is not comprehensive (covers the second part of the semester only).
- In this on-line version of BUS108, you are allowed to use a calculator, plus your eBook, which is provided to you as part of your enrollment in this course.

CORE COMPETENCIES

Through this course, students will develop CORE COMPETENCIES, which are long term objectives and skill sets integral to academic success. These include but are not limited to:

- 1- information literacy: students learn how to look up the appropriate section of Moodle or the Student Portal to find out information.
- 2- Information Technology and computer literacy: During each class, the Breakout Rooms will be used to have small groups of students learn about one specific concept that is being covered in class. You will be encouraged to use the PPT slides, the textbook and other resources you have at your disposal (Google, etc.). Each group is called on during the appropriate part of the course work to explain the concept they are responsible for to the rest of the class.
- 3- Critical and creative thinking: Students will explain their concepts to the rest of the class and to the instructor using simple words. This allows you to get to the essence of what you are researching, as you are encouraged to make it 'understandable to a 10 year old'. You may also be asked questions such as "What do you think is the key difference between the Corporate Culture of Google and Apple?" (example only)
- 4- Effective communication skills: Every member of each small team will be encouraged to say something either explaining a concept or giving an example of it from your life. You may show a remarkable improvement in your skill at presenting throughout the course.
- 5- Teamwork/collaboration: We will use Zoom to automatically form into small teams during the Breakout Sessions, and in your 'new each time' teams, you will have to work out who is going to present the subject matter explanation, and who is going to present the example(s)

CLASS PARTICIPATION

The class time case studies and evaluations will serve as a forum for student participation in discussion around topics covered in the lectures. Participation grades will be based on attendance, performance in the exercises and discussions. Both the *quantity* and *quality* of your participation will influence your contribution grade.

GRADE DISTRIBUTION

Grading for the course will range depending on class composition. Students will receive letter grades depending upon the breakdown of the accumulated marks throughout the semester. The distribution of grades will be approximately as follows for a class of 30 students:

Grade	Approximate Number of Students Assigned a Given Grade
A	4
B	10
C	10
D, F, N	6

COMMUNICATION

You can reach me via email at judm@learning.fraseric.ca. However, you can also come to the office hours (TBD)

MAKE-UP EXAMS

FIC does not offer any make-up opportunities for missed final exams. Please be sure to check your exam schedule very carefully. If you miss an exam for any reason, please see an advisor immediately. If you have documented reasons for exam accommodations, please see an advisor immediately.

Unless you have a serious illness (substantiated by a completed and approved Declaration of Illness form filled out by you), or there are serious family complications that FIC Administration is advised of, there will be no opportunity to make up the Quizzes, missed assignments, missed presentations, or Mid-Term.

ATTENDANCE POLICY

Classes missed or attended late throughout the semester without valid instructor approved reason will be reflected in your professionalism/attendance mark.

- Being 30 minutes late, or leaving 30 minutes or more before the end of class, is considered “H”, a half attendance.
- Two half-attended (“H”) classes equal 1 missed class.

You may not miss more than 2 classes without submission of an instructor approved Declaration of Illness.

If you miss more than 3 classes the instructor reserves the right to have you fail the course.

ACADEMIC INTEGRITY POLICY

Academic Integrity refers to the values on which good academic work must be founded: honesty, trust, fairness, respect and responsibility. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the College community and compromise the worth of work completed by others.

Students found to have breached the regulations related to any form of academic misconduct including but not limited to plagiarism and cheating will be subject to the following measures:

- First Offence: Awarded “0” for the assessment and given a permanent record on their file
- Second Offence: Awarded “0” for the course, regardless whether the offence was committed in the same course or another course
- Third Offence: Risk expulsion from FIC and the cancellation of Study Permit

It is solely the student’s responsibility to be aware of Academic Integrity Policy and consequences of violating it. The policy is available at: http://85401dc13f6ba5867f46-aacfababc729cd49a24606938417f53d.r33.cf6.rackcdn.com/FIC_Academic_Integrity_Policy.pdf

HOW CAN YOU DO WELL IN THIS AND YOUR OTHER COURSES?

1. Do the reading, including previewing the PowerPoint notes and reading the text chapter(s) before the class at which they will be discussed and reviewed plus practice, practice, practice trying the test questions presented at the end of each chapter. And start reading in the first week, don't wait until exam time.
2. Take smart notes. The lecture outlines in PowerPoint are on Moodle – use them to follow in the class. I challenge you to bring just a single sheet of additional paper to class. With this, just take the bare minimum of notes. No color pens! At the end of class, your sheet should be just chicken scratch. Just get the critical points. THEN, THAT DAY, write out a nice set of notes from the class, using your memory, outline, and small notes. Elaborate, explain, and use more than one color on the graphs. By the end of the semester you'll have wonderful notes that will help in future classes. You'll also have no need to study for the exam. It takes a little bit of work each day, but in the end the payoffs are enormous. The way most students take notes is a waste of time.
3. Understand ... don't memorize. Most of you are just out of high school. You've done a lot of colouring and memorizing. Now it's time to start understanding. Understanding means you have to think about a concept. It is a skill that takes practice. You'll know you understand an idea when you can apply it to a context that is different from the one used to learn it.
4. Come to class, and ask questions. The ideas in this class are often sequential. If you miss lecture 4, you may have a hard time understanding the rest of the course. The course follows the Textbook, but the lecture is full of material not in the notes and the PowerPoint notes are extracts only from the textbook. Don't be afraid to ask questions.
5. Read the Text ahead of time. You'll want me to do the work for you, but if you read the relevant Text pages before the lecture, and then read them again after, you'll learn a lot more in this course.

ADDITIONAL INFORMATION

N/A.

SCHEDULE Note: this schedule is subject to change. Changes will be announced in advance.

Week	Covered in class	Assignment Due
1	Introduction to Management and Organizations – chapter 1	Complete & send information about yourself. Read Chapter 2 before class next week.
2	Organizational Culture and the Organizational Environment – chapter 2	Read Chapter 4 before class next week.
3	Managing in a Global Environment – chapter 4	Quiz #1 covering text Chapters 1, 2 Read Chapter 5 before class next week.
4	Managing Entrepreneurially – chapter 5	Read Chapter 3 and 6 before class next week.
5	Managing Responsibly and Ethically – chapter 3 & 6	Quiz #2 covering text Chapters 4, 5 Read Chapter 7 before class next week.
6	Innovation and Adaptability – chapter 7	Read Chapter 8 before class next week.
7	Decision Making – chapter 8 Mid-term quiz- 45 mins	Mid-term exam - on Chapters 1, 2, 4, 5, 6, 7 Read Chapter 9 before class next week.
Schedule continued on next page		

8	Foundations of Planning – chapter 9	Read Module 2 before class next week.
9	Planning and Control Techniques – module 2	Read Chapters 11 and 12 before class next week .
10	Organizational Design – chapter 11 Personal Communication – chapter 12 Pages 310-321 (ignore Exhibit 12-2)	Quiz #3 covering text Chapter 8, 9, Module 2 Read the rest of Chapter 12 before class next week.
11	Managers and Communication – chapter 12 Pages 321-333	Read Chapter 13 before class next week.
12	Managing Human Resources – chapter 13	Quiz #4 covering text Chapter 11, 12
13	Final Exam - 1 hours	Final Exam covering Chapters 8, 9, Module 2, Chapters 11, 12 and 13.

Final Exam Information

Please note the final exam for this course will be conducted during Week 13.