



**EFFECTIVE: SEPTEMBER, 2007**  
**CURRICULUM GUIDELINES**

<b>A.</b>	Division: <b>Education</b>	Effective Date:	<b>September 2007</b>
<b>B.</b>	Department / Program Area: <b>Commerce &amp; Business Admin. Business Administration</b>	Revision	<input checked="" type="checkbox"/> New Course <input type="checkbox"/>
		If Revision, Section(s) Revised:	<b>N, P</b>
		Date of Previous Revision:	<b>2004-09 C</b>
		Date of Current Revision:	<b>2007-04</b>
<b>C:</b>	<b>BUSN 1210</b>	<b>D:</b>	<b>E:</b>
	<b>Subject &amp; Course No.</b>	<b>Management Essentials</b>	<b>3</b>
		<b>Descriptive Title</b>	<b>Semester Credits</b>
<b>F:</b>	Calendar Description:		
	<b>This course w</b>		



	<p>16. Leadership: behavioural theories, contingency theories, coaching skills.</p> <p>17. Communication and Interpersonal Skills: understanding communication, developing interpersonal skills (active listening, feedback, conflict management, delegation).</p> <p>18. Controlling: the control process, types of control, qualities of an effective control system, information controls.</p> <p>Note: The concepts of TQM and the Contingency Approach should be integrated throughout the content.</p>														
<b>O:</b>	<p>Methods of Instruction</p> <p>Lectures, seminars and case discussions.</p>														
<b>P:</b>	<p>Textbooks and Materials to be chosen from</p> <p>Robbins, Stephen P., Mary Coulter and Nancy Langton. <u>Management</u>, Latest Ed. Prentice Hall Canada Inc.</p> <p>Robbins, Stephen P., Mary Coulter and Nancy Langton. <u>Fundamentals of Management</u>, Latest Ed. Prentice Hall Canada Inc.</p> <p>Jones, G.R., George, J.M., Hill, C. and Langton, N. <u>Essentials of Contemporary Management</u>, Latest Cdn Ed. Toronto: McGraw-Hill Ryerson Ltd.</p> <p>Jones, G.R., George, J.M., Hill, C. and Langton, N. <u>Contemporary Management</u>, Latest Cdn Ed. Toronto: McGraw-Hill Ryerson Ltd.</p> <p><u>Supplemental Materials</u></p>														
<b>Q:</b>	<p>Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Term Examinations</td> <td style="text-align: right;">20%-30%</td> </tr> <tr> <td>Final Examination</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Written Case Study(s)</td> <td style="text-align: right;">10%-20%</td> </tr> <tr> <td>Research Paper(s)</td> <td style="text-align: right;">10%-20%</td> </tr> <tr> <td>Participation</td> <td style="text-align: right;">05%-10%</td> </tr> <tr> <td>Public Presentation</td> <td style="text-align: right;"><u>05%-10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Term Examinations	20%-30%	Final Examination	30%	Written Case Study(s)	10%-20%	Research Paper(s)	10%-20%	Participation	05%-10%	Public Presentation	<u>05%-10%</u>		<u>100%</u>
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	<u>100%</u>														
<b>R:</b>	<p>Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>None.</p>														

Course Designer(s): **Laurel Donaldson**

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**