



EFFECTIVE: SEPTEMBER, 2007

CURRICULUM GUIDELINES

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

16. Leadership: behavioural theories, contingency theories, coaching skills. 17. Communication and Interpersonal Skills: understanding communication, developing interpersonal skills (active listening, feedback, conflict management, delegation). 18. Controlling: the control process, types of control, qualities of an effective control system, information controls. Note: The concepts of TQM and the Contingency Approach should be integrated throughout the content.															
O: Methods of Instruction Lectures, seminars and case discussions. P: Textbooks and Materials to be chosen from Robbins, Stephen P., Mary Coulter and Nancy Langton. <u>Management</u>, Latest Ed. Prentice Hall Canada Inc. Robbins, Stephen P., Mary Coulter and Nancy Langton. <u>Fundamentals of Management</u>, Latest Ed. Prentice Hall Canada Inc. 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. Jones, G.R., George, J.M., Hill, C. and Langton, N. <u>Contemporary Management</u>, Latest Cdn Ed. Toronto: McGraw-Hill Ryerson Ltd. <u>Supplemental Materials</u>															
Q: Means of Assessment <table data-bbox="284 1134 779 1354"> <tr> <td>Term Examinations</td><td>20%-30%</td></tr> <tr> <td>Final Examination</td><td>30%</td></tr> <tr> <td>Written Case Study(s)</td><td>10%-20%</td></tr> <tr> <td>Research Paper(s)</td><td>10%-20%</td></tr> <tr> <td>Participation</td><td>05%-10%</td></tr> <tr> <td>Public Presentation</td><td><u>05%-10%</u></td></tr> <tr> <td></td><td><u>100%</u></td></tr> </table> R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR None.	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>														

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

Education Council / Curriculum Committee Representative

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

Registrar: **Trish Angus**