

Course Outline

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|-------------------------|---|-----------------------|----------|
| Course Title: | Management Essentials | | |
| Course Number: | ORGB7 | Approval Date: | 2025/9/2 |
| Course Hours: | 45 hours | Academic Year: | 2025 |
| Academic School: | School of Business and Information Technology | | |

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|--|--|
| Program Co-ordinator or Equivalent: | Russell Turner - russell.turner@flamingcollege.ca |
| Dean (or Chair): | Shadya Mahfouz - Shadya.Mahfouz@flamingcollege.ca Allison MacGregor - Allison.MacGregor@flamingcollege.ca |

Course Description

This course is an introductory course to Management. The course will provide an overview of the functions and roles that managers perform; the current challenges that managers face, and the skills that are required to be a successful manager. Students will complete self assessments in order to become more aware of their managerial competencies. Through the use of facilitation, practical application, and case based problem solving, students will apply management theory to everyday management problems and challenges. This course is a blended learning course. Students will be expected to work independently utilizing the web to prepare for the face to face components of the course. This self-directed learning may include targeted readings, opinion polls, professional development assessments, problem solving situations and application of theory. On line and face-to-face learning is integrated in order to maximize the quality of the student's learning experience.

Prerequisites: None.

Corequisites: None.

Course Delivery Type

Face to face.

All course hours are delivered in person at the delivery location specified on the academic timetable.

Learning Outcomes

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

1. Describe the holistic role of a manager and how the role impacts performance and productivity in Canadian business.
2. Problem solve entry-level management issues and challenges creatively and ethically to expose students to management functions, skills and behaviours.
3. Demonstrate critical thinking using a traditional, sustainable and global organizational behaviour framework.
4. Examine the four key management functions (plan, organize, control, lead) to value the scope of a managers job.
5. Recognize how internal drivers (innovation, motivation, leadership) impact the need for change management to achieve department & company goals, diversity inclusion and employee satisfaction.
6. Assess and develop their self-management skills weekly to appreciate their personal strengths and weaknesses and their potential impact as a manager. This culminates in a manager profile and professional development plan.
7. Practice management skills by facilitating a component of the learning module.
8. Explain the interconnections between the principles of sustainability which include human health and well-being, ecological health, social issues, and secure livelihoods in order to support a better world for all generations.
9. Evaluate the impact that social media and technology brings to a managers job in 21st century organizations.

Learning Sequence: Any of the topics/exercises etc., intended for presentation can, and may be changed at the discretion of the professor and will be communicated to students in advance.

NOTE: This course is delivered to several sections. The sequence of content and assessments may vary depending on what section of, the course the student is in. It is the *student's responsibility* to **regularly attend and participate in classes** in order to be aware of the weekly progression of the course. As well it is mandatory that students access D2L and their Fleming e-mail regularly for course updates.

Learning Resources

Textbook (**Must be with CONNECT & SmartBook**) - Jones, G., George, J., & Hadad, J. (2022). ***Essentials of Contemporary Management (8th Canadian ed.)*** McGraw-Hill Ryerson.

Costs for learning resources can be found on the Campus Store website, using the links below, or by visiting the Campus Store location at your campus.

- Sutherland: <https://www.bkstr.com/sfleming-sutherlandstore/home>
- Frost: <https://www.bkstr.com/sfleming-froststore/home>

Assessment Summary

| Assessment Task | Percentage |
|---------------------|------------|
| In-class activities | 18% |
| Labs | 27% |
| Quizzes | 20% |
| Tests | 35% |

Student Success: Policies and Procedures

Mutually, faculty and learners will support and adhere to college Academic Regulations, and Student Rights and Responsibilities. The following policies and guidelines have been developed to support the learning process.

Please click on the link for information about:

- [Academic Integrity \(2-201A\)](https://department.flemingcollege.ca/hr/attachment/7750/download)
(<https://department.flemingcollege.ca/hr/attachment/7750/download>)
- [Accessibility for Persons with Disabilities \(3-341\)](https://department.flemingcollege.ca/hr/attachment/5619/download)
(<https://department.flemingcollege.ca/hr/attachment/5619/download>)
- [Grading and Academic Standing \(2-201C\)](https://department.flemingcollege.ca/hr/attachment/7752/download)
(<https://department.flemingcollege.ca/hr/attachment/7752/download>)
- [Guidelines for Professional Practice: Students and Faculty](https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf)
(<https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf>)
- [Student Rights and Responsibilities \(5-506\)](https://department.flemingcollege.ca/hr/attachment/269/download)
(<https://department.flemingcollege.ca/hr/attachment/269/download>)

If you will need academic accommodations (for example if you have a learning disability, mental health condition such as anxiety or depression or if you had an IEP in high school), please contact the [Accessible Education Services \(AES\)](https://department.flemingcollege.ca/aes/) department (<https://department.flemingcollege.ca/aes/>) to meet with a counsellor.

Alternate accessible formats of learning resources and materials will be provided, on request.

Program Standards

The **Ministry of Colleges and Universities** oversees the development and the review of standards for programs of instruction. The **Ministry of Labour Training and Skills Development** oversees the development and the review of standards for programs of instruction for Apprenticeship training in the province of Ontario. Each college is required to ensure that its programs and program delivery are consistent with these standards, and must assist students to achieve these essential outcomes.

This course contributes to Program Standards as defined by the [Ministry of Colleges and Universities](#) (MCU). Program standards apply to all similar programs of instruction offered by colleges across the province. Each program standard for a postsecondary program includes the following elements:

- **Vocational standards** (the vocationally specific learning outcomes which apply to the program of instruction in question);
- **Essential employability skills** (the essential employability skills learning outcomes which apply to all programs of instruction); and
- **General education requirement** (the requirement for general education in postsecondary programs of instruction that contribute to the development of citizens who are conscious of the diversity, complexity and richness of the human experience; and, the society in which they live and work).

Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program. For further information on the standards for your program, follow the MCU link (www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/).

Detail Plan

Term: 2025 Fall

Program Co-ordinator or Equivalent: Russell Turner - russell.turner@flemingcollege.ca

Dean (or Chair): Allison MacGregor - Allison.MacGregor@flemingcollege.ca
Shadya Mahfouz - Shadya.Mahfouz@flemingcollege.ca

Learning Plan

| Wks/Hrs Units | Topics, Resources, Learning, Activities | Learning Outcomes | Assessment |
|------------------|--|------------------------|--|
| Week 1 | Seminar: Course Introduction / Chapter 1: Managers & Managing / Lab; NO LAB | 1, 2, 3, 4, 6 | Ch 1 Smartbook (2%) due Monday week @ 11:00 pm / Class contribution (4%) (ongoing) |
| Week 2 | Seminar: Chapter 2: Managing the Organizational Environment / Lab: Ch 1 Activity | 1, 3, 4, 8, 9 | Ch 2 Smartbook (2%) due Monday week 9 @ 11:00 pm / Lab activity (3%) due at the end of the lab |
| Week 3 | Seminar: Chapter 3: Managing Decision Making / Lab: Ch 2/3 Lab Activity | 2, 4, 5, 6 | Ch 3 Smartbook (2%) due Monday week 9 @ 11:00 pm / Lab activity (3%) due at the end of the lab |
| Week 4 | Seminar: Chapter 4: Managing Planning & Strategy / Lab: Ch 3/4 Lab Activity | 1, 2, 3, 4, 5, 6, 8, 9 | Ch 4 Smartbook (2%) due Wednesday week 5 @ 1:00 pm / Lab activity (3%) due at the end of the lab |

| Wks/Hrs Units | Topics, Resources, Learning, Activities | Learning Outcomes | Assessment |
|--------------------------|---|------------------------------|--|
| Week 5 | Seminar: Chapter 5: Managing Organizational Structure / Lab: Ch 4/5 Lab Activity | 2. 3. 4. 8 | Ch 5 Smartbook (2%) due Wednesday week 6 @ 1:00 pm / Lab activity (3%) due at the end of the lab |
| Week 6 | Seminar: Chapter 6: Managing Information & Communication / Lab: Ch 5/6 Lab Activity | 2, 4, 5, 6, 7, 9 | Ch 6 Smartbook (2%) due Wednesday week 7 @ 1:00 pm / Lab activity (3%) due at the end of the lab |
| Week 7 | Seminar: TEST 1 Delivered in-person / Lab: NO LAB | 1 - 9 | Test 1 (15%) from Ch 1 to 6 |
| Week 8 | Independent Study Week | | |
| Week 9 | Seminar: Chapter 7: Managing Human Resources / Lab: Ch 6/7 Lab Activity | 2, 3, 4, 5, 6, 7, 9 | Ch 7 Smartbook (2%) due Wednesday week 10 @ 1:00 pm / Lab activity (3%) due at the end of the lab |
| Week 10 | Seminar: Chapter 8: Managing Motivation / Lab: Ch 7/8 Lab Activity | 2, 3, 4, 5, 6, 7 | Ch 8 Smartbook (2%) due Wednesday week 11 @ 1:00 pm / Lab activity (3%) due at the end of the lab |
| Week 11 | Seminar: Chapter 9: Managing Leadership / Lab: Ch 8/9 Lab Activity | 1-9 | Ch 9 Smartbook (2%) due Wednesday week 12 @ 1:00 pm / Lab activity (3%) due at the end of the lab |
| Week 12 | Seminar: Chapter 10: Managing Teams / Lab: Ch 9/10 Lab Activity | 2, 3, 4, 5, 9 | Ch 10 Smartbook (2%) due Wednesday week 13 @ 1:00 pm / Lab activity (3%) due at the end of the lab |
| Week 13 | Seminar: Chapter 11: Managing Control & Operations / Lab: Ch 10/11 Lab Activity | 1-6, 8 | Ch 11 Smartbook (2%) due Wednesday week 14 @ 1:00 pm / Lab activity (3%) due at the end of the lab |
| Week 14 | Seminar: Chapter 12: Managing Change / Lab: CH 11/12 Lab Activity | 1-9 | Ch 12 Smartbook (2%) due Wednesday week 15 @ 1:00 pm / Lab activity (3%) due at the end of the lab |
| Week 15 | Seminar: Test # 2 / Lab: Review Ch 1 to 12 | 1-9 | Test 2 (20%) from Ch 1 to 12 |

Assessment Requirements

| Assessment Task | Date/Weeks | Course Learning Outcome | Percentage |
|--|---|-------------------------|------------|
| Smartbook as per weekly chapter (10 out of 12 @ 2%) | Smartbook Activities due 1:00 pm Wednesday of the following week (week ,2,3,4,5,6,9,10,11,12,13,14, 14) | 1-9 | 20% |
| Lab Activities in-person as per weekly chapter (9 out of 11 @ 3%), | Lab Activities due at the end of scheduled lab (week 2,3,4,5,6, 9,10,11,12,13,14) | 1-9 | 27% |
| Class Contribution in-person during week 1 to 14 (3 out of 4 @ 6%) | Ongoing | 1-9 | 18% |
| Test 1 delivered in-person during seminar, Ch 1 to 6 | Test 1 (Week 7) | 1-9 | 15% |
| Test 2 delivered in person during seminar, Ch 1 to 12 | Test 2 /Week 15) | 1-9 | 20% |

To obtain course credit the student must complete all assessment components and achieve ALL of the following:

1. An overall average of at least 50%
2. A minimum of 50% combined average on Test 1 and Test 2

Artificial Intelligence (AI) Statement

NO ASSESSMENTS. Generative AI tools (like ChatGPT) may only be used to assist exploratory learning and cannot directly contribute to any assessment as part of this course.

It is the responsibility of students to maintain a history of records and supporting documentation to demonstrate their efforts in all academic submissions, even if submission of these is not part of the final academic deliverable.

Turnitin Statement

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com in support of academic integrity. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

If students choose to opt out of using the software, they must inform their faculty member at the time of the assignment, of their refusal and meet with the faculty to discuss their options. For further information on the use of Turnitin, please refer to the [Operating Procedure 2-201F](#) (<https://department.flemingcollege.ca/hr/attachment/10233/download>)

Respondus Monitor Statement

This course will use Respondus Monitor as a remote proctoring tool to support the administration of electronic examinations and assessments. Fleming College has an institutional license to use Respondus Monitor, a cloud-based service and software that captures video, audio, and other data during student assessment sessions for use in monitoring students. This data is accessible to, and may be used by, authorized individuals at the college to administer student assessments and manage the academic integrity of such assessments. The Student Terms of Use for Respondus Monitor must be agreed to by users (e.g. students) prior to each use of the Respondus Monitor, available at: <https://web.respondus.com/tou-monitor-student/>

By accessing and using Respondus Monitor, you agree to the collection, use, disclosure and retention of your personal information (including personal images) by Respondus Inc. in accordance with its Privacy Policy, available at: <https://web.respondus.com/privacy-policy/>

If you have questions about the collection of your personal information, please contact the Privacy and Policy Officer at freedomofinformation@flemingcollege.ca, or visit Fleming College's [Privacy Statement](https://flemingcollege.ca/privacy-statement) (<https://flemingcollege.ca/privacy-statement>) for more information.

If students choose to opt out of using Respondus Monitor, they must inform their faculty member prior to the scheduled assessment, of their refusal and meet with the faculty to discuss their options.

Exemption Contact

Contact transfercredit@flemingcollege.ca

Prior Learning and Assessment and Recognition (PLAR)

PLAR uses tools to help learners reflect on, identify, articulate, and demonstrate past learning which has been acquired through study, work and other life experiences and which is not recognized through formal transfer of credit mechanisms. PLAR options include authentic assessment activities designed by faculty that may include challenge exams, portfolio presentations, interviews, and written assignments. Learners may also be encouraged and supported to design an individual documentation package that would meet the learning requirements of the course. Any student who wishes to have any prior learning acquired through life and work experience assessed, so as to translate it into a college credit, may initiate the process by applying through the Registrar's office. For more information please click on the following link: <http://flemingcollege.ca/admissions/prior-learning-assessment-and-recognition>

Course Specific Policies and Procedures

It is the responsibility of the student to retain this course outline for future reference. Course outlines may be required to support applications for advanced standing and credit transfer to other educational institutions, portfolio development, PLAR and accreditation with professional associations.

Synchronous sessions may be recorded. As a result, your image, voice, name, personal views and opinions, and course work may be collected under legal authority of section 2 of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information will be used for the purpose of supporting student learning. Any questions about this collection can be directed to the Privacy and Policy Officer at freedomofinformation@flemingcollege.ca or by mail to 599 Brealey Drive, Peterborough, ON K9J 7B1.

1. Instruction

1.1 Course material is covered in a variety of teaching vehicles, all of which are important. These include but are not necessarily limited to: Assigned readings from the required course textbook(s) and other sources as identified; Seminars facilitated by faculty and/or guest instructors; Recorded lectures delivered by faculty and/or guest lecturers; Assigned team activities and assignments; and assigned individual activities.

1.2. The learning system at Fleming College follows accepted Canadian standards that prepare students for roles in North America and internationally. Success in this course will depend upon students' personal commitment to demonstrating mastery of the course content in all aspects of the assessment plan.

1.3. Students will work on their own, with the Course Instructor, and in groups with peers.

1.4. Students must prepare to participate in seminars and labs

1.5. Assigned reading material must be read in advance of seminars as directed by the Course Instructor.

1.6. A personal laptop computer equipped with the Respondus LockDown Browser and Monitor must be used during self-study work, seminars/labs and team activities.

2.0 Attendance & Punctuality

2.1 Students are expected to join on time for seminars/labs. Joining late is disruptive and disrespectful to the class. Students joining late may not be permitted to participate in the seminar./ lab

2.2 Students are expected to participate in seminars and labs regularly.

2.3 Students are responsible for material covered and assignments given during seminars/labs they are unable to attend.

2.4 Absence from a seminar/lab, team activity, quiz or test without the prior consent of the instructor will result in a grade of zero (0) for that team activity, quiz or test. Make-ups are not normally allowed in this course. In the event of an illness, or an extenuating circumstance outside of the student's control, a make-up provision may be provided at the discretion of the instructor. Expected or planned absences must be communicated to the course instructor in writing at least 48 hours in advance of the scheduled seminar, assignment deadline, quiz deadline or test start time. Documentation explaining the absence (i.e. Physician's Certificate, Police Report) must be provided if requested.

3.0 Academic Integrity & Plagiarism

3.1 Individual assignments submitted by a student must comprise work created and prepared by that student alone. Group assignments submitted by a group must comprise work created and prepared by members of the group, only.

3.2 Information in assignments from sources other than the student or group members, either direct quotations or paraphrased ideas, must be properly referenced using the APA citation standard. The absence of appropriate citation is considered to be plagiarism and is subject to academic penalties as described in the Fleming College Academic Integrity policy. <https://department.flemingcollege.ca/academic-integrity/>

4.0 Written Submissions

4.1 All written assignments and case study submissions must be prepared and submitted as a MS Word document or PDF unless otherwise instructed.

4.2 Documents must be clearly labelled with student(s) name(s) and ID#, course name and number and the Course Instructor's name, the due date and the document title.

4.3 Unless otherwise instructed by the Course Instructor, lab activities are due in the assigned course D2L dropbox at the end of the lab. Late submissions will not be admitted and will receive a grade of zero (0).

4.4 Deadline extensions and/or make-up arrangements for assignments and case studies are normally not permitted. In the event of a documented illness, or an extenuating circumstance outside of the student's control, a deadline extension or make-up arrangement may be provided at the discretion of the Course Instructor. This will only be permitted if the student communicates in writing with the instructor at least 48 hours in advance of a deadline, and provides documentation explaining the need for an extension (i.e. Physician's Certificate, Police Report) if requested.

5.0 Course Grades

5.1 All assessment results will be posted to the course site on D2L.

5.2 Students are responsible for keeping a copy of all submitted work and a record of all graded work. Students should keep returned graded work in case of a dispute.

6.0 Group Work

6.1 Students are expected to make every effort to contribute equally to group work.

6.2 If a student is not contributing to the success of a group, it is the responsibility of the group to address it with the offending student as soon as possible. Should the group desire the Course Instructor's assistance in this regard, they are welcome to approach the Course Instructor. The Course Instructor will then make arrangements for a group meeting to resolve the issue.

6.3 Group projects cannot be submitted individually unless approved by the Course Instructor.

7.0 Instructor Access

7.1 Students are reminded that the Course Instructor is available during seminars and labs, online at scheduled times and by appointment, and by email to assist and work with students on assignments and presentations.

7.2 Students are responsible for seeking Course Instructor assistance as required. No reasonable request will be refused.

8.0 Course Communications

8.1 Instruction, direction, changes and other Course news will be provided to students in a variety of media, including the D2L Course Page, announcements during seminars / labs, and e-mail.

8.2 Students are responsible for monitoring their Fleming e-mail accounts and the D2L Course Page, and to attend seminars / labs regularly to obtain Course information.

8.3 Students are responsible for obtaining Course information even when absent from seminars / labs.

9.0 Electronic Devices

9.1 All electronic communication and entertainment devices, including smart phones, music players, and video players, must be muted and stored while students are participating in seminars and labs..

9.2 Telephone conversations, sending and receiving email, and texting during seminars and labs is not acceptable. Students engaging in these activities may be asked to leave the seminar / lab.

9.3 In an emergency, students can be contacted through the school office at (705)749-5530.