
**Vincent Massey High School
Management 40S (MAN40S)
Course Outline
2009-10**

This Management 40S course outline provides an overview of the course content and evaluation requirements for regular programming as per Brandon School Division's Student Assessment Policy and Vincent Massey High School requirements.

Course Title: Management 40S

School Year and Semester: 2009-10 – Semester I

Teacher: Mr. Geoff Milne, MBA

Course Description: The course will centre around four management functions: planning, organizing, leading, and controlling as well as manufacturing principles. Students will develop management skills and examine why certain management practices are effective and why some are not. Students will be exposed to a variety of current business issues in different industries and business operations.

General Learning Outcomes:

- Students will acquire skills and knowledge that can be applicable and useful in further education and/or future careers.
- Students will have an opportunity to visit local businesses and see their operations.
- Students will become knowledgeable about today's business issues/concerns and general management theory.
- Students will become knowledgeable about the evolution of management.
- Students will develop an appreciation for what skill set is required to be an effective leader and manager.
- Students will appreciate the importance of having controls in place to meet organizational objectives and keep everything on track.

Course Evaluation Structure:

- Tests: 35%
- Business Related Reading 5%
- Assignments: 30% - lessons within each unit will either have small tasks or assignments. Tasks need to be completed for next class and assignments need to be completed for the due date. All tasks will be discussed in class and some tasks will be randomly selected for completion marks. A zero grade will be given for assignments not submitted by the completion of the related unit's summative evaluation.
- Final Exam (no exemptions): 30%

Course Final Standing

The final mark for term work, within the respective categories, (tests, assignments, labs, and projects) will be cumulative.

Business Related Reading (5%)

Business managers are constantly reading to keep abreast of what's going on in their industry, the local economy, the global economy, and business in general. As managers in training it is important for students to realize the importance of being up to date with what's happening around them.

Begin reading articles in business magazines and newspapers. Reading well-written articles will help build your vocabulary and expand your business knowledge. Students are asked to read constantly throughout the semester and once or twice a month students will be asked to submit a deliverable pertaining to one of the articles read. The deliverable will summarize the article's main points and conclude with the student's reactions to what they have read. Any terminology or concepts that were difficult to understand should be included at the end of the deliverable.

Unit Descriptions

Unit I - The Evolution of Management and Management Theory

Approximate Instructional Time for Unit of Study: 4 weeks

Learning Outcomes: Students will be able to

- Define management and describe the four main functions a manager performs.
- Explain how the industrial revolution impacted businesses and their management practices.
- Discuss the evolution of management theory and management styles.
- Explain the complexity of managing a business in today's environment.
- Describe the importance of business ethics and social responsibility.
- Discuss basic economic concepts and their impact on business.

Evaluation:

- Assignments: (assessment weight in brackets)
 - Task completion check 1 (5)
 - Task completion check 2 (5)
 - Unit 1 assignment 1 (30)
 - Task completion check 3 (5)
 - Task completion check 4 (5)
- Unit test (50)

Resources:

- Text, handouts

Unit II - Planning and Decision Making

Approximate Instructional Time for Unit of Study: 4 weeks

Learning Outcomes: Students will be able to ...

- Identify the different decisions that manager's face.
- Discuss the steps and obstacles involved in decision-making.
- Explain the importance of information systems to management and the factors of good, useful information.
- Identify the characteristics of effective plans and strategies.
- Explain the various strategies that businesses can use to successfully compete in an industry.
- Demonstrate skills in change management and overcoming barriers to change.

Evaluation:

- Assignments: (assessment weight in brackets)
 - Task completion check 1 (5)
 - Task completion check 2 (5)
 - Unit 2 assignment 1 (30)
 - Task completion check 3 (5)
 - Task completion check 4 (5)
- Unit test (50)

Resources:

- Text, handouts, internet

Unit III - Leading and Managing People

Approximate Instructional Time for Unit of Study: 4 weeks

Learning Outcomes: Students will be able to ...

- Describe the importance of effective leadership.
- Discuss different leadership styles.
- Identify sources of power and influence.
- Identify ways to motivate and manage people.
- Successfully manage teams and groups to perform at a high level.
- Outline the importance of successfully managing diversity.
- Discuss the issue of sexual harassment in the workplace.
- Demonstrate the importance of having a strong organizational culture.
- Explain how to select good employees, retain them, and if necessary, let them go gracefully.
- Discuss the dynamics of working with labour unions.

Evaluation:

- Assignments: (assessment weight in brackets)
 - Task completion check 1 (5)
 - Task completion check 2 (5)
 - Unit 3 assignment 1 (30)
 - Task completion check 3 (5)
 - Task completion check 4 (5)
- Unit test (50)

Resources:

- Text, handouts, internet

Unit IV - Management Controls – Keeping Things on Track and Manufacturing Operations

Approximate Instructional Time for Unit of Study: 2 weeks

Learning Outcomes: Students will be able to ...

- Discuss the importance of organizational control.
- Describe the different controls managers implement to keep operations on track.
- Explain the importance of performance appraisals and staff evaluations.
- Identify new techniques used in manufacturing businesses to increase productivity.
- Conduct an assessment on a manufacturing facility and its operations.

Evaluation:

- Assignments: (assessment weight in brackets)
 - Task completion check 1 (5)
 - Task completion check 2 (5)
 - Unit 4 assignment 1 (30)
 - Task completion check 3 (5)
 - Task completion check 4 (5)
- Unit test (50)

Resources:

- Text, handouts, internet

Classroom Rules:

- Students are expected to come to class prepared.
- Food and drinks are permitted in the classroom as long everything is kept clean, especially around the computers. Violations will eliminate this luxury.
- At the end of class students are to remain in their seats until the bells sounds.
- Cell phones are not permitted in the classroom. Students will be warned once and asked to put their phone away in their locker, upon following violations the phone will be confiscated until the end of the day.
- MP3 players and CD players are not permitted in class. Students will be warned once and asked to put their player away in their locker, upon following violations the player will be confiscated until the end of the day.
- All students are expected to abide by the school's dress policy.
- All students are expected to respect one another and be effective listeners.
- Students who miss a test with an excused absence can expect to write the test the day they return. Students who miss a test with an unexcused absence will receive a mark of zero.