**Competency Worksheet for Administration (ADMN) 232: Introduction to Management**

**(Course Revision 11)**

To pursue this course through PLAR, current course name and course learning outcomes must be utilized. See the [learning outcomes for course-based portfolios](https://www.athabascau.ca/prior-learning/documents/clo.pdf).

|  |  |  |  |
| --- | --- | --- | --- |
| Course learning outcomes | Learning statements | Origin of learning | Supporting documentation |
| Describe introductory management theory according to its three basic functions: how it makes things happen; meeting the competition; and organizing people, projects, and processes. |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| Describe the major approaches that influenced the development of management theory. |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| Understand the influences of global business including ways businesses adapt to doing business internationally. |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| Understand theories of administration applicable to public and private sectors and describe how these theories reconcile with current practice. |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| Describe the different kinds of managers and what they do. |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| Understand and analyze an organization's specific and general environment. |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| Discuss corporate social responsibility and the influences of ethical decision making. |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| Understand the elements of managerial planning, leading, controlling and decision making: |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Describe how plans are used at all management levels
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Discuss the various methods that managers can use to maintain control
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Explain the steps to rational decision making in individuals and groups
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| Understand how to meet the competition through an understanding of business strategy, organizational change and organizational structure: |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Explain the components of sustainable competitive advantage
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Explain the different kinds of corporate, industry and firm level business strategies
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Discuss different methods to manage innovation and organizational change
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Discuss organizational structure including the types of departmentalization, job design and methods to redesign processes
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| Understand the effective management of people through teams, leadership and performance management: |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| * Understand the implications of managing a diverse workforce and be able to explain some ways to manage diversity
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Discuss the different kinds of teams and how to enhance their effectiveness
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Describe the steps in human resource planning and methods of recruitment
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Discuss performance management including performance appraisal and compensation
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |
| * Explain how managers can use the theory behind basic motivational and leadership theories
 |  |  |  |
|  |  |  |
|  |  |  |
| Insert rows below from here, if needed. |  |  |
|  |  |  |