










# Administration (ADMN) 232

## Introduction to Management (Revision 11)

<b>Status:</b>	Replaced with new revision, see the <a href="#">course listing</a>  for the current revision 
<b>Delivery mode:</b>	Individualized study online  with <a href="#">eText</a> 
<b>Credits:</b>	3
<b>Area of study:</b>	Applied Studies (Business and Administrative Studies)
<b>Prerequisites:</b>	None. This course is recommended as a suitable point of entry to the <a href="#">Bachelor of Management</a>  and the <a href="#">Bachelor of Commerce</a>  degree programs.
<b>Precluded:</b>	None
<b>Challenge:</b>	ADMN 232 has a challenge for credit option.
<b>Faculty:</b>	<a href="#">Faculty of Business</a> 

## Overview

Welcome to *ADMN 232: Introduction to Management*. This course translates management theory into effective management practice by examining what managers do and how they do it. The course presents theories of management applicable to the public and private sectors and then reconciles these theories with current practice.

If you're among the many people who are intimidated by the word "theory," it might be helpful to know that the aim of this course is simply to give you some tools with which to identify, contemplate, and solve managerial problems. Your tool kit won't be full when you finish this course—that's why there are more courses to take after this one—but you will have enough tools to understand some of the things that are happening in your organization and why. These tools will also enable you to give an organization a "tune-up" or carry out some of the more common managerial "repairs."

Virtually every management or administration program starts with a course like this one. The titles may differ slightly (e.g., Management Principles, Introduction to Administration, Business Administration, etc.), but the content is usually the same. In general, these courses tend to start with an introduction to management and the context in which it is carried out. They then move to what are often referred to as the four functions of management: planning, leading, organizing, and controlling.

Part of the function of an introductory course is to introduce you to new terminology, and *ADMN 232* is no exception. You will be required to familiarize yourself with many new concepts and terms common to management theories and practices. Most of the concepts are fairly easy to understand but as this is a broad survey course, there is a lot of material to remember. **Using the supplementary material provided by the publisher to prepare for the exam is a key to success in this course.**

## Outline

Section 1: Introduction to Management

- Lesson 1: Management
- Lesson 2: History of Management
- Lesson 3: Global Management

- Lesson 4: Organizational Environments and Cultures
- Lesson 5: Ethics and Social Responsibility

#### Section 2: Making Things Happen

- Lesson 6: Planning and Decision Making
- Lesson 7: Control



#### Section 3: Meeting the Competition

- Lesson 8: Organizational Strategy
- Lesson 9: Innovation and Change
- Lesson 10: Designing Adaptive Organizations

#### Section 4: Organizing People, Projects, and Processes

- Lesson 11: Leading Teams
- Lesson 12: Managing Human Resource Systems
- Lesson 13: Managing Individuals and a Diverse Workforce
- Lesson 14: Motivation
- Lesson 15: Leadership

## Evaluation

To **receive credit**  for this course, you must achieve a minimum grade of 50% on each of the examinations, and a minimum overall course grade of **D (50 percent)** .

The following chart describes the credit weight associated with each course requirement.

Activity	Weight
Assignment 1	15%
Assignment 2	15%

Activity	Weight
Midterm Examination	35%
Final Examination	35%
<b>Total</b>	<b>100%</b>

The **midterm and final examinations** for this course must be requested in advance and written under the supervision of an AU-approved exam invigilator. Invigilators include either ProctorU or an approved in-person invigilation centre that can accommodate online exams. Students are responsible for payment of any invigilation fees. Information on exam request deadlines, invigilators, and other exam-related questions, can be found at the [Exams and grades](#) section of the Calendar.

To learn more about assignments and examinations, please refer to Athabasca University's [online Calendar](#).

## Materials

Williams, C., Champion, T., & Hall, I. (2018). *MGMT: Principles of management* (3rd Canadian ed.). Toronto: Nelson. ISBN 9780176823283



### eText

Registration in this course includes an electronic textbook. For more information on [electronic textbooks](#), please refer to our [eText Initiative site](#).

The [textbook companion website \(MindTap\)](#) provides a number of resources that can help you achieve mastery of the material.

## Other Resources

All other course materials will be available online.

# Challenge for credit

## Overview

The challenge for credit process allows you to demonstrate that you have acquired a command of the general subject matter, knowledge, intellectual and/or other skills that would normally be found in a university-level course.

Full information about **challenge for credit** [↗](#) can be found in the Undergraduate Calendar.

## Evaluation

To **receive credit** [↗](#) for the ADMN 232 challenge registration, you must achieve a grade of at least **D (50 percent)** [↗](#) on the Challenge Examination.

Activity	Weight
Online Exam (4 hours)	100%
<b>Total</b>	<b>100%</b>

 [Challenge for credit course registration form](#)

## Important links

- > [Academic advising](#) [↗](#)
- > [Program planning](#) [↗](#)
- > [Request assistance](#) [↗](#)
- > [Support services](#) [↗](#)

Athabasca University reserves the right to amend course outlines occasionally and without notice. Courses offered by other delivery methods may vary from their individualized study counterparts.

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View **previous revision** [↗](#)

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