



MASKWACIS CULTURAL COLLEGE
School of Indigenous Business
ORGA 1500
Management of Organizational and Human Resources
1st year
FALL 2017

Course dates: Tuesdays 5:00 to 8:00 p.m.
 Holly Johnson, MA, BCOM

Room No: 102

hjohnson@mccedu.ca

Hours: 5:00 p.m. – 8:00 p.m.

780 361-4939

All courses must include Cree Cultural Content. Elder Jerry Saddleback is here to help you.

Academic Calendar description and credit hour breakdown:

Management of Organizational and Human Resources (13-3-0)

Course Description:

Students in this course will develop an understanding of the critical role of management skills in any organization and dealing with human resources. The course will assist students in developing the most basic skills that lie in the heart of developing effective, satisfying, and growth-producing human relationships. The course will build, enhance and prepare the student with the management skills; and how to manage their personal life and the relationships of others in any organization. Students in this course will be given opportunities to research and enhance communication skills with real situations.

Required Course Materials – use Open Education whenever possible:

Whetten K. and Whetten D., **Developing Management Skills**, 9th Edition. Pearson Education Inc. 2016

Open Education opportunities (TBA)

Additional Resources: Elders, articles, videos, will be announced

Prerequisites and Co-requisite information: Students must have achieved English 30-1 with a 65% or higher final mark

Detailed Individualized course description:

This course is designed to assist students to improve their personal, interpersonal and group skills. Communication skills are also critical in being effective so there will be focus on making oral and written presentations. Included in the course will be an opportunity to practice an interview. The course will include self-awareness exercises, managing stress, communication (verbal and non-verbal), managing conflict, leading change, gaining power to motivate, influence, empower and engage others, In addition, the students will be given opportunity to build teams and teamwork.

Course Objectives:

At the end of this course, our learners will be able to

- Acknowledge their personal strengths and management personal growth accordingly in order to be effective in any management role.
- Will develop an understanding of the critical role of management skills required to manage any organization and human resources
- Recognize and further develop essential knowledge and skills to become an effective communicator in the workplace or professional environments
- Apply writing skills to prepare and present professional looking documents for various peoples and organizations in formats that include email, reports, proposals, letters or other business correspondence
- Demonstrate speaking and presentation skills to deliver clear and persuasive messages
- Use techniques and strategies to skillfully engage, interact with and lead others
- Build upon Plans Cree storytelling traditions; learn how to make other people listen

Learning outcomes: At the end of this course, the students will be able to

- a. Develop personal skills, self-awareness, manage their personal well-being
- b. Will be able manage conflict and solve problems analytically and creatively
- c. Develop Interpersonal skills by improving communication, building relationships, gaining confidence to motivate and influence others.
- d. Develop group skills, working in teams. Empowering others and building effective teams to lead to positive outcomes and encourage teamwork.
- e. The ability to lead positive changes
- f. Develop communication skills, use of technology (e.g. email), analyse situations in written or oral communication.
- g. Opportunity to experience real life situations by conducting a meeting and an interview
- h. Produce mail-able documents that are free from grammar, spelling and punctuations errors

Assignments: *Attendance and participation cannot account for more than 20 % of a course. Final Exam should also be less than 35%.*

Assignment	Request for	Percentage of total grade	Due date
	Attendance and Participation	10%	
#1	Interview with a manager- and provide a summary of experience (1 -2 pages)	15%	Oct 3
#2	Mid Term – Take Home	10%	Oct 10 5 pm
	Build a Team of 2 to 4 members; Identify a problem/issue and work towards a solution. You will submit a written and also be required to present to the class. Note: Presentation can be powerpoint, class format, group discussion; etc (be creative)		
#3	• Written Submission	15%	Nov 21
#4	• Presentation Submission	15%	Nov 21
#5	Mock Meeting - with Teams – will be required to conduct a meeting as assigned	15%	Nov 14
#6	Final Exam – In-Class	20%	Dec 5
Total		100%	

Assignments: Provide detailed instruction on Assignments and the chart below.

Attendance and Participation will be monitored throughout the term

- #1 A series of questions will be provided to the students and will be required to arrange and conduct an interview with a manager within the community. And you will be required to write a summary (1-2 pages) of your experience and your observations. **DUE OCTOBER 3, 2017**
- #2 Mid-Term will be take home. The Questions and requirements will be provided the week of October 3rd. Notice the deadline and Time for submission. **DUE OCTOBER 10, 2017 5:00 P.M.**
- #3 #4 Students will be required to form teams of 2 and no more than 4. This assignment is a 2 part assignment and will require a **written and an oral presentation**. Identify a issue/ problem within an organization or within the community. Work through the problem and provide solutions; your team will be required to submit a written presentation and provide an oral presentation. **DUE NOVEMBER 21**
- #5 Mock Meeting – with same teams as above; a meeting will be assigned to each group and your team will conduct the meeting accordingly, in class. **DUE NOVEMBER 14, 2017**
- #6 Final Exam – will be a combination of short answer, multiple choice and True/False questions; final exam will be in-class. **DUE DECEMBER 5, 2017**

Grading system rating:

Grading system revised April 2017

Descriptor	Grade point value	Percentage	Alpha grade	Standing
Outstanding performance	4.0	95 or above	A +	Honours
Excellent performance – superior performance showing comprehensive knowledge of the subject matter	4.0	85 – 94.99	A	Honours
Approaching excellent	3.7	80-84.99	A-	Honours
Exceeding good performance	3.3	77-79.99	B+	
Good performance – clearly above average performance with knowledge of subject matter generally complete	3.0	73-76.99	B	
Approaching good performance	2.7	70-72.99	B-	
Exceeding Satisfactory performance	2.3	67-69.99	C +	
Satisfactory performance basic understanding of the subject matter	2.0	63-66.99	C	Minimal pass
Approaching satisfactory performance	1.7	60-62.99	C-	
Insufficient prep for subsequent courses in same subject	1.3	55-59.99	D+	
Insufficient prep for subsequent courses	1.0	50-54.99	D	
Failure. Did not meet course requirements	0.0	0-49.99	F	
Incomplete	0.0	0.0	I	

*Group/Individual work to be identified

Schedule of lectures and topics covered: dates of each class, topics that will be covered, any assignments due on that date, speakers attending, etc. These topics should match the learning outcomes above.

	Date	Topic	Readings	Additional guests or info	Assignments Due (as a reminder)
1	Sept. 12	Introductions and Principles and Orientation			
2	Sept. 19	Part 1 – Personal Skills Developing Self - Awareness	Chapter 1		
3	Sept. 26	Managing Personal Stress Building Effective team and teamwork,	Chapter 2 Chapter 9		Manager Interview with summary
4	Oct, 3	Solving Problems Analytically and Creatively	Chapter 3		
5	Oct 10	Mid Term -		Take home	Oct. 10 5 P.M.
6	Oct. 17	Part II – Interpersonal Skills Building relationships, Communication, Gaining power and influence	Chapter 4 & 5		
7	Oct. 24	Motivating others, Managing conflict	Chapter 6 & 7		
8	Oct. 31	Part III – Group Skills Empowering and engaging others, leading positive change	Chapter 8 Chapter 10		
9	Nov. 7	Part IV – Communication Skills	Module A, B, C		
10	Nov. 14	Mock Meeting – conducting a meeting with teams		Mock meeting	
11	Nov. 21	Oral Presentations - Teams			Written Presentation
12	Nov. 28	Course Review		Guest presenter	
13	Dec. 5	FINAL EXAM		In Class	

Schedule of Laboratories and topics covered:

Not Applicable

Additional Information: *add anything related to your classroom and course*

Attendance: 20% - Attendance at class is a great predictor of course grades. Students are encouraged to attend every class. Students who miss two consecutive classes without reasonable explanation ahead of time will be referred to Student Services for follow up. Participation grades are given for participation which means being prepared to participate by reading materials ahead of time. In some classes discussion is vital for thorough understanding of the subject matter.

Student Success Services is available for all students who require additional help with study skills, time management, exam preparation skills, tutoring, and any other personal life skills.

Student conduct: *Students are expected to behave in a professional manner with honesty and integrity. Please refer to the Student Guide for details and adhere to all expectations.*

Plagiarism: *is a serious Academic offence. The consequence of such an offence is suspension or termination from the program or from the College. Please discuss plagiarism with your instructor or Student Services to fully understand what this entails.*

Late assignments and projects: *Assignments are due at the beginning of the class on the due date. Five percent (5%) will be deducted each day that an assignment is late. Assignments will not be accepted after 5 days unless for extreme circumstances. The instructor may consider an extension if notified 48 hours prior to due date and supporting documentation of an acceptable reason is provided. Extensions will not be granted if not requested ahead of the due date. If you are late with assignments, it is often very difficult to catch up and obtain a reasonable grade. If you need help, please ask your instructor first, then your advisor.*

Accommodation: *Students who require accommodation in this course due to any type of disability must discuss this with their instructor and Advisor.*

Re-appraisal of grades: *Any student seeking a re-appraisal of grades must discuss this with the instructor within two weeks of the work being returned. If the students is not satisfied with the outcome of that discussion, further discussion can take place with the Dean of the program.*

Contract: *This course outline is a contract between the instructor and the students. At times course outlines need to change, however, all students will be consulted prior to final change.*

APA, MLA, and Chicago citation formats:

Please see the following videos for assistance:

[Maskwacis Cultural College - APA Formatting & Title Page](#)
[Maskwacis Cultural College - APA - Citing One and Two Authors](#)
[Maskwacis Cultural College - APA -Personal Communications](#)
[Maskwacis Cultural College - APA - Reference Page](#)

MLA and Chicago style videos are in progress at Maskwacis Cultural College Library, but students can go to Youtube.com and view other videos and/or ask their instructor for guidance.

FALL TERM 2017

September

4 Labour Day – college closed
 5 Orientation for students
 6 Classes begin
 20 Registration: ADD/Drop deadline

October

3 Tuition Refund (50%)
 9 Thanksgiving Day - *MCC closed*
 24 Mid-term grades due

November

13 Remembrance Day – *MCC closed*
 17 Withdrawal deadline (W)

December

5 Last Day of classes
 6-14 EXAM week for University Classes
 19 Final grades due
 20 Holiday Season begins College closed

Winter Term 2017

January

2 College Closed
 3 Admin Day
 4 Classes begin
 17 Registration: Add/drop deadline

February

1 Application to Grad deadline
 1 Tuition refund (50%)
 19 Family Day – *MCC closed*
 19-23 Reading week – no classes
 26- Mar 2– mid-term exam week

March

Feb 26 – Mar 2 -mid-term exams
 1 Deadline to apply for Fall 2018
 9 Mid-term grades due

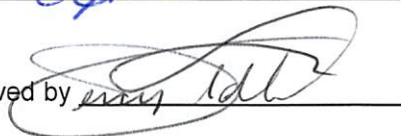
10 Withdrawal Deadline (W)
30 Good Friday – *MCC Closed*
April
2 Easter Monday – *MCC Closed*
3 Last Day of classes
9-13 Exam week
20 Final grades due

Academic approval by _____



President

Cultural content approved by _____



Elder Jerry Saddleback

Approvals must be obtained prior to start of classes and will be organized by the Dean of Academic Studies with a signed copy sent to the instructor for copies to students.

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