

# Undergraduate Leadership and Management



Coordination of financial, material and human resources to achieve organizational goals is a key component of management. This requires a broad range of skills, including accounting and finance, human resources, sales and marketing, project coordination, and strong communication, both written and verbal.

## At Ottawa University

The Leadership and Management major promotes the conceptual awareness and practical abilities needed to supervise personnel and help organizations run efficiently, effectively and ethically. Students learn how to plan, budget, coordinate, and influence within an organizational setting. They develop ways to analyze systems, interpret data, and set priorities. By enhancing key skills such as communication, problem-solving, decision making, and conflict resolution, they are better equipped to manage and lead others as well as formulate strategic approaches to operational implementation. Students gain insights into how to manage a diverse workforce, lead change, foster creativity, and inspire entrepreneurial vision. They understand how a manager's personal responsibility, integrity, and empathy can help motivate a diverse workforce and influence others to work towards meeting organizational goals. Graduates are prepared for a wide range of leadership careers in business, government, and all types of organizations.

## Careers

Careers in leadership and management cross all industries and are available in public, private, government, for-profit and non-profit organizations.

## Education and Qualifications

Leadership and management positions regularly require a bachelor's degree, with preference given to those with master's degree, including a master of business administration (MBA). Persons interested in management should have good leadership and communication skills and be able to establish effective working relationships with many different people, ranging from managers, supervisors and professionals to clerks and blue-collar workers. They should be analytical, detail-oriented, flexible, and decisive. They must be able to coordinate several activities at once, quickly analyze and resolve specific problems, and cope with deadlines.

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## Foundation Courses

### ACC 20364 Accounting for Business Operations

Introduces operating activities of business. Emphasis on using income statements to plan and evaluate the operations of a for-profit entity.

### ECO 20163 Macroeconomics

Focuses on inflationary consequences of monetary and fiscal policies designed to eliminate poverty and unemployment, significance of money and government deficits on attainment of goals of high employment and economic growth in a non-inflationary environment and role of the dollar in international trade.

### ECO 20263 Microeconomics

Study of the role of prices in allocating and developing scarce resources to meet the needs and demands of consumers, the impact of the profit motive on business size and efficiency, the economic power of large-scale business firms, the interplay of private and public choice through price controls, business regulation and taxation.

### MAT 20143 Business Mathematics

Focuses on basic mathematics skills, business mathematics applications and problem solving strategies. Concepts include properties of real numbers, fundamental operations of rational numbers, fractions, decimals, percents, numerical and graphical descriptions of data, basic probability, and logical thinking. Alternate: MAT 20043 (Recommended) or MAT 10643.

### OAD 30763 Business Statistics

Focuses on basic methods of research design and analysis of data including descriptive and inferential statistics. Topics include mean, median, mode, frequency distributions, range, standard deviation, probabilities of sampling selection, Z-score, T-value, regression and correlation, hypothesis testing, analysis of variance, and Chi-square analysis.

### OAD 31664 Business Ethics

Introduces development of personal and group norms required for work places. Topics include moral reasoning in business, employee rights and responsibilities of corporations.

## Required Major Courses

### OAD 30020 Entrepreneurial Vision & Strategy

Examines the role of personal values and insight in the creation of companies and their ongoing management. This course explores the meaning of being an entrepreneur and how to combine idea (vision) and action (strategy) for personal and business success.

### OAD 30030 Leadership of Creativity and Change

Examines the role of an organizational leader. Assesses individual skills and discusses the role of a leader in managing teams through environmental and organizational change. Includes extensive application exercises designed to develop leadership skills.

### OAD 30063 Behavior in Organizations

Study of human behavior in work organizations. Focuses on individual satisfaction and motivation as related to organizational structure, nature of task and locus of power. Topics include small group formation, maintenance, organizational conflict, communications, and leadership.

### OAD 30364 Conflict Resolution

Examines and develops skills in different dispute resolution methods. Topics include: mediation, MED ARB, problem solving, grievance handling, listening skills, fact finding and body language.

### OAD 30563 Management

Discusses process for managing organizations, including planning, organizing, leading, and evaluating. Examines administrative role in organizations and concepts relevant to its function and historical development of administrative thought. Prerequisite: PSY 12053

### OAD 36364 Leadership and Communication

Focus on leadership as action and understanding others and interpersonal theory as the connection between leadership and communication in an organizational context. Both didactic and experiential teaching methods used. Crosslisted with COM 36364.

### OAD 40264 Planning and Budgeting

Overview of basic financial systems used in business settings. Includes business planning and budgeting tools and models such as balance sheets, income statements, cash flow analysis, time value of money concepts and project planning techniques.

### OAD 41864 Managing Cultural Diversity

Examines impact of gender, ethnicity and other cultural diversity dimensions on the work organization and management and supervision of a diverse workforce for organizational effectiveness while encouraging individual professional development.

### OAD 49300 Seminar in Applied Management

Capstone course that guides student in the integration of functional content areas in the field of professional management. Addresses management issues and applying management theories and techniques to problems and cases through a process of decision making. Prerequisite: Completion of all required core courses in major.