

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: INTRODUCTION TO MANAGEMENT & ADMINISTRATION

Code No LAS 104

Program LAW & SECURITY ADMINISTRATION PROGRAM

Semester: THIRD

Date: SEPTEMBER 1989

Author: IAN MURRANT

New: X Revision:

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Introduction to Management & Administration

Las 104

Course Title

Course No.

Instructor: Ian Murrant

COURSE PHILOSOPHY

This course will provide the student with an understanding of principles which guide modern organizations. The student will examine how people react to certain stimuli and how supervisors react to the organizations and the people that work in it.

COURSE CONTENT

1. What is management and what do managers do?
2. Formal/Informal Organization.
3. Basic Schools of Management.
4. Management as it applied to Enforcement agencies and Security Services.
5. Interpersonal communication,
6. Leadership/decision-making.
7. Innovation and Creativity.
8. Morale and Personal Problems on the job.

SPECIFIC OBJECTIVES

The student will:

1. acquire a familiarity with basic principles of management.
2. be able to describe and explain the basic role of a manager/supervisor in a modern organization.
3. demonstrate awareness of the dynamic interaction between organizations and individuals.
4. acquire an awareness of what is needed to be a leader.
5. develop an ability to understand decision-making techniques,
6. develop an ability to discuss the problems of on-the-job human relations.

REQUIRED STUDENT RESOURCES

Text: "The One-Minute Manager".

METHOD OF EVALUATION

To be contracted the first class, then distributed the following class.

COLLEGE GRADING POLICY

9U - 100%	A+	60 - 69%	=	C
80 - 89%	= A	Below 60	=	R (Repeat)
70 - 79%	= B			

Course Title

Course No.

Instructor: Andy Kozak

COURSE PHILOSOPHY/GOALS

This course will involve a study of the basic knowledge and skills required by a Customs officer. The student will learn to recognize violations of the Customs Act (C.A.), Immigration Act (I.A.), Narcotic Control Act (N.C.A.), Food and Drug Act (F.D.A.), Excise Act (E.A.), etc. The student will learn what, if any appropriate action should be taken.

STUDENT PERFORMANCE OBJECTIVES

Upon successful completion of this course, the student will:

1. learn the basic expectations of a Customs Inspector;
2. correctly identify various types of Customs violations and how to properly complete Seizure documents;
3. know the powers extended to a Customs Inspector under the C.A., I.A., N.C.A., etc.

CONTENT OF COURSE

Topics to be covered will include:

1. Customs Act
2. Customs Tariff Act
3. Overview of Department
4. Powers and Duties
5. Immigration Act
6. Narcotic Control Act
7. Food and Drug Act
- b. History of Customs enforcement
9. Relationship with other agencies
10. Intelligence gathering
11. Search and Seizure
12. Enforcement Methods

METHODOLOGY

A variety of learning methods will be employed including role play situations, lectures, and in-class tests.

REQUIRED STUDENT RESOURCES

Customs Act.
Canadian Criminal Code.

INTRODUCTION TO CUSTOMS ADMINISTRATION

LAS 106

Course Title

Course No

METHODS OF EVALUATION

Four (4) Tests x 25% = 100%

COLLEGE GRADING POLICY

90 - 100%	=	A+
80 - 89%	=	A
70 - 79%	=	B
60 - 69%	=	C
Below 60	=	R (Repeat Course)