

Business Administration

BSMG6212

Course Outline

Description: This course engages students in examining and discussing a broad range of business situations where analysis and decision-making are required. Emphasis is placed on management's responsibility to make decisions in relation to finance, marketing, operations, organizational behaviour and general management.

Classes will consist of weekly readings, power point slides, discussion topics in Forums, group work and case studies. This is intended to be a highly interactive class with individual participation and group work. Each participant is expected to read the assigned material, participate in online discussions and give thought to the issues presented. Each participant is expected to share their thoughts with the online environment, respond to their peers' posts and peruse class posts as appropriate to the discussion, in a respectful exchange of ideas. Individual and group assignments are as listed below.

Course Goals:

- By course-end, participants will have an overview of the private and public business sectors,
- The environment in which they operate, and an understanding of the role of the manager in those settings.
- Participants will discuss issues encountered as a manager and will learn practical tools to assist in planning, decision-making, operational execution and control.
- Participants will learn of the importance of managing culture and communications as well as motivating employees and managing change.

Course Objectives: At the completion of this course, the student will be able to:

1. Canvas the responsibilities of a manager.
2. Explore the importance of good leadership skill and business ethics.
3. Learn practical skills in the management functions of decision-making, planning, organizing, and controlling.
4. Assess organizational structure, resources and operational process.
5. Understand the importance of managing work culture and communication.
6. Discuss the foundations of motivation, team building and managing change.

Course Duration:

- 13 Weeks

Evaluation:

To complete this course, the participant must contribute to and participate in weekly forum discussions as assigned, and complete the following:

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Assignment	Value (%)	Due Date *
Participation & Engagement – Weekly contributions	30%	End of Course – Week 13 (25% instructor, 5% Student-self evaluation)
Mid-term Exam	20%	Week 7
Journal Reflection x 3	30%	Week 4, 9, 13
Final Exam	20%	Week 13
TOTAL	100%	

***Assignments are due on the assigned dates. A penalty of 10% each day will apply to late assignments, up to a maximum of 3 days, after which they will no longer be accepted.**

Notes on assignments (papers and reports):

- Must be academic in style and content
- Must have a clear focus
- Must present ideas in a logical and well thought-out flow
- Arguments, analysis and conclusions must be based on clearly identified research and sources
- Must cite all references from other sources
- Must be in paragraph format
- Must be double-spaced, and typewritten
- Must follow APA style

Policy on Cheating and Academic Misconduct

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on “Scholastic Offences” in the current University Academic Calendar, or on the web at <http://www.westerncalendar.uwo.ca>. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University’s code of conduct.

Code of Student Conduct

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/board/code.pdf>

Plagiarism

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of

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papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (<http://www.turnitin.com>).

Course Schedule: *** In addition to weekly readings, please review Power Point slides in “Lessons” as well Forum topic/discussion/cases will be posted online in OWL-Lessons and in Forums

Week	Topic	Readings – Please Refer to Your Text – Management – Eleventh Canadian Edition - Brief Contents
1	Course Overview & Introductions Defining the Manager’s Terrain Management History	There are no Forum posts this week. <ul style="list-style-type: none"> • Please read Chapter 1 and Module 1 • Review Power Point slides - Course Outline and Lesson 1– Found online in OWL-Lessons. • Please post your introduction. A brief bio, where you currently work, your role and your expectations for the course. Chapter 1 Module 1
2	Organizational Culture and the Organizational Environment Managing Entrepreneurially	Chapter 2 Chapter 4
3	Managing in a Global Environment Managing Responsibly and Ethically	Chapter 3 Chapter 5 ** Journal #1 due next week
4	Innovation and Adaptability Decision Making	Chapter 6 Chapter 7 **Journal 1 due – refer to assignment folder in OWL <ul style="list-style-type: none"> • **There are NO required Posts this week – Focus on required reading, my lesson + writing your first Journal Reflection/Submission
5	Foundations of Planning Managing Strategically	Chapter 8 Chapter 9
6	Planning and Control Techniques	Module 2 Study for Midterm – next week. Content weeks 1-6 inclusive.
7	Mid-term	Access the Midterm online in OWL – Test & Quizzes There are NO posts this week
8	Organizational Design	Chapter 10

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9	Leadership Journal #2	Chapter 13 **Journal #2 due – refer to assignment folder in OWL <ul style="list-style-type: none"> **There are NO required Posts this week – Focus on required Reading, my lesson + writing your Journal Reflection
10	Managers and Communication Managing Human Resources	Chapter 11 Chapter 12
11	Motivating Employees Managing Groups and Teams	Chapter 14 Chapter 15
12	Managing Controls: Evidence-Based Decision Making Managing Operations	Chapter 16 Module 3 **There are no required Posts this week, focus on Reading/my Lesson, studying for final exam (content weeks 8-12) and writing your final Journal reflection.
13	Final Exam Final Journal Wrap Up	Access the Final exam online in OWL – Test & Quizzes **Journal 3 due – refer to assignment folder in OWL ** Self-Evaluation/Participation assessment due. Post – wrap up within your Forum discussion groups.