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:
Assignment | Value (%) | Due Date *
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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
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

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<tr>
<th>Week</th>
<th>Topic</th>
<th>Readings – Please Refer to Your Text – Management – Eleventh Canadian Edition - Brief Contents</th>
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| 1    | Course Overview & Introductions | There are no Forum posts this week.  
- 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 |
|      | Defining the Manager’s Terrain |  |
|      | Management History |  |
| 2    | Organizational Culture and the Organizational Environment | Chapter 2  
Chapter 4 |
|      | Managing entrepreneurially |  |
| 3    | Managing in a Global Environment | Chapter 3  
Chapter 5  
** Journal #1 due next week |
|      | Managing Responsibly and Ethically |  |
| 4    | Innovation and Adaptability | Chapter 6  
Chapter 7  
**Journal 1 due – refer to assignment folder in OWL  
- **There are NO required Posts this week – Focus on required reading, my lesson + writing your first Journal Reflection/Submission |
|      | Decision Making |  |
| 5    | Foundations of Planning | Chapter 8  
Chapter 9 |
|      | Managing Strategically |  |
| 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 |
<p>| 8    | Organizational Design | Chapter 10 |</p>
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<th></th>
<th>Leadership</th>
<th>Chapter 13</th>
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<tbody>
<tr>
<td>9</td>
<td>Journal #2</td>
<td><strong>Journal #2 due – refer to assignment folder in OWL</strong></td>
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<td><strong>There are NO required Posts this week – Focus on required Reading, my lesson + writing your Journal Reflection</strong></td>
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<td>10</td>
<td>Managers and Communication</td>
<td>Chapter 11</td>
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<td>Managing Human Resources</td>
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<td>11</td>
<td>Motivating Employees</td>
<td>Chapter 14</td>
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<td>Managing Groups and Teams</td>
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<td>12</td>
<td>Managing Controls: Evidence-Based Decision Making</td>
<td>Chapter 16</td>
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<td>Managing Operations</td>
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<td><strong>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.</strong></td>
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<td>13</td>
<td>Final Exam</td>
<td>Access the Final exam online in OWL – Test &amp; Quizzes</td>
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<td>Final Journal</td>
<td><strong>Journal 3 due – refer to assignment folder in OWL</strong></td>
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<td>Wrap Up</td>
<td><strong>Self-Evaluation/Participation assessment due. Post – wrap up within your Forum discussion groups.</strong></td>
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