

Business Administration

BSMG6212

Course Outline (online)

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 and case studies. This is intended to be a highly interactive class with individual participation and team work and collaboration within your Forum Groups. 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 within the online environment, respond to their peers' posts and peruse class posts as appropriate to the discussion, in a respectful exchange of ideas. 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.

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 *
Participation & Engagement	20%	End of Course – Week 13 (15% instructor, 5% Student-self evaluation)
Assignment #1 Managing Responsibly & Ethically	20%	Week 4

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Mid-term Exam	20%	Week 7
Assignment #2 -Journal Reflection x 2	20%	Week 6 & 11
Final Exam	20%	Week 13
TOTAL	100%	

Further details on each of the above are listed below:

Participation & Engagement/Class contributions/ forum posts and assignments (20%)

Assignment #1 - Managing Responsibility & Ethically (20%): Individual Assignment, refer to the Assignment Folder in OWL

Midterm Examination (20%):

The midterm exam will take place during week 7 of the course. (Refer to course schedule below for access dates) The exam will consist of multiple-choice, fill in the blank and case scenario questions focusing on topics covered during weeks 1-6. Length: 3 hours **please note, once you start the exam you must complete it within the 3- hour allotted time frame.

Journal Reflections x 2 (20%): (Journal 1 - 10%, Journal 2-10%) **Please refer to the assignment folder in OWL for details/scoring rubric and instructions**

Journals will be typed & double-spaced (12 font). Journals will be submitted through the assignments folder in OWL.

- Journal ONE will be based on **ONE course topic/concept** of your choosing covered during weeks 1-5. Due: Week 6
- Journal TWO will be based upon **ONE course topic/concept** of your choosing covered during weeks 6-10. Due: Week 11

Students cannot use the same topic twice; students will choose the topic (i.e. concept/theory presented) they wish to write about. (what has resonated with you?)

Final Examination (20%):

The final exam will take place during week 13 of the course. (Refer to course schedule below for access dates) The format is the same as the Midterm and will consist of multiple-choice, fill in the blank and case scenario questions **focusing on topics covered during weeks 7-12** inclusive. Length: 3 hours **please note, once you start the exam you must complete it within the 3-hour allotted time frame.

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

Grading:

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements

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D	50-59	Fair work, minimally acceptable
F	below 50	Fail

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/pdf/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 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>).

Policy on Late Assignments:

It is expected that assignments are submitted on time. Late assignments will receive a 2% per day deduction, including weekends up to a maximum of 3 days, after which assignments will not be accepted and a grade of zero will be assigned unless documentation for accommodation has been provided to the instructor in advance.

When will I receive my grades?

Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS.

How do I hand in assignments?

All assignments will be submitted electronically through OWL using the assignment tool. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor and arranging an alternate method of delivery (e.g. e-mail attachment) for the assignment.

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Course Schedule:

Unit/Week	Topic
Week 1	Course Overview & Introductions Defining the Manager's Terrain Management History
Week 2	Organizational Culture and the Organizational Environment Managing Entrepreneurially
Week 3	Managing in a Global Environment Managing Responsibly and Ethically
Week 4	Innovation and Adaptability Decision Making
Week 5	Foundations of Planning Managing Strategically
Week 6	Planning and Control Techniques
Week 7	Mid-term Diversity
Week 8.	Designing Organizational Structure
Week 9	Leadership
Week 10	Managers and Communication Managing Human Resources
Week 11	Motivating Employees Managing Groups and Teams
Week 12	Managerial Controls: Evidence-Based Decision Making Managing Operations
Week 13	Final Exam Wrap Up

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