

DISCLAIMER: This course outline is only a sample and is subject to change. Course materials, assignments, dates, and weighting will vary depending on delivery format and instructor.

Territory Acknowledgement

We acknowledge and respect the lək'wəḡən peoples on whose traditional territory the university stands and the Songhees, Esquimalt and W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

Management Practices

BMBA 250

Course Description

This course provides managers and students who aspire to management positions with an opportunity to assess and enhance their own use of contemporary management techniques and practices.

Based on the extensive use of simulations in a workshop setting, the course focuses on:

- strategic management
- decision-making
- leadership and supervision
- group process
- conflict resolution
- employee development
- performance planning and review

Learning Outcomes

Upon completion of this course, you will be able to:

- A capacity to use contemporary management tools and techniques in planning, organizing, leading and controlling an organization.
- Enhanced personal decision-making, leadership and supervisory practices.
- Enhanced communication, group process and conflict resolution skills.
- An understanding of organization development and performance management issues.

Prerequisites

[BMBA100 Business Administration](#) and/or a minimum of three years' supervisory experience.

Resources

The textbook used in this course is:

Daft/Marcic's **Understanding Management**, 12th Ed. - e-text only with MindTap (required)

Weekly Schedule

Week	Topics
Week 1	Leadership and the World of Innovative Management
Week 2	Journal Assignment Practice Session
Week 3	The Evolution of Management Thinking, and the Environment and Corporate Culture
Week 4	Globalization, Ethics, and Social Responsibility
Week 5	Planning and Goal Setting
Week 6	Strategy Formulation and Managerial Decision Making
Week 7	Organizational Design and Change
Week 8	Managing Human Resources and Diversity
Week 9	Understanding Individual Behavior and Motivating Employees
Week 10	Managing Communications
Week 11	Leading Teams
Week 12	Managing Quality and Performance
Week 13	Journal Editing and Submission

**Submissions are due on the day of the week that corresponds to the day of your class.*

Evaluation

Assignment	Due Date	Mark
Assignment 1: Individual Management Journal	Sunday, Week 13	40%
Assignment 2: Case Study	Sunday, Week 7	20%
Assignment 3: Learning Activity Participation	Friday, Week 13	40%
	Total	100%

Assignments

Assignment 1 | Individual Management Journal (*Individual assignment*)

Grade: 40% of final grade

Suggested start date: Monday of Week 1

Due date: 11:55 p.m., Sunday of Week 13

Length: as required

Objective: The Individual Management Journal Assignment requires you to keep a weekly journal that records your reflections about what you are learning from each of the topics covered in this course. Your journal entries are to be based on your responses to the questions that will be posed in the text in relation to the ethical dilemma assigned for discussion as the first Learning Activity for each week. Each journal entry should be a minimum of 1 page double-spaced. You will be required to submit your completed journal at the end of the course for evaluation.

Assignment 2 | Case Study (Individual assignment)

Grade: 20% of final grade

Suggested start date: Monday of Week 6

Due date: 11:55 p.m., Sunday of Week 7

Length: 4 double-spaced pages

Objective: Select **one** of the four cases listed in the Unit 7 Readings. Read the case and then, in no more than 4 pages, answer the questions posed at the end of the case that you have selected. However, please make sure that you use concepts drawn from your readings to frame and support your recommendations. As a hint, you will find that each case has issues that you can explain and analyze using concepts and tools associated with leadership, culture, the environment, ethics, strategy, decision making, and structure.

Assignment 3 | Learning Activity Participation (Individual assignment)

Grade: 40% of final grade

Suggested start date: Monday of Week 1

Due date: 11:55 p.m., Friday of Week 13

Objective: A total of 40% of your final grade will be determined by the instructor's assessment of your participation in online class discussions as per Assignment #3. The forum's time-stamped text trail affords the instructor an official record of all interactions. The evaluation is based upon the quality, not the quantity, of your input. The main consideration will be whether you have made sufficient, high-quality contributions that have helped to further the learning objectives for the course.

Online Discussion: Evaluation Criteria Grid

Criteria	Met	Not Yet
Listens to Others (self-evaluation only)	Reads the posts of other students with an ear for the point-of-view of the speaker.	Does not always read the posts of other students or considers them only in relation to his or her own argument.
Demonstrates preparation for discussion	Posts demonstrate completion of assigned readings and other required prerequisites.	Posts are not informed by readings and other discussion prerequisites.
Contributes to the Discussion	Provides thorough commentary, based in an appropriate command of course material, that is either original or builds upon the commentary of others.	Posts agree with other students or repeat information already posted.
Communicates Respectfully	Posts using an appropriate tone and language, within the assigned topic and time-frame, and in a way that does not preempt or intimidate others.	Uses language and tone that could be interpreted as aggressive or otherwise inappropriate and/or implicitly or tacitly discourages others from contributing.

Learning Activities

Grade: Ungraded (-2% if not submitted)

Due date: 11:55 p.m., Sunday of each week (except week 7 and 13)

Length: 150 words maximum

The first learning activity starts on Monday and ends at 11.55 pm on Wednesday evening. This first learning activity introduces to new reading material from the e-text and a new case/discussion topic. You should read the case and the assigned chapters before going on to post to your assigned group discussion area. I will also usually post additional resources in the Instructor's Discussion forum that you should follow up on before posting to the first learning activity.

The second learning activity starts on Thursday and ends at 11.55 pm on the Sunday evening. This is the reflection learning activity where you are asked to read the posts made by your group members and then develop your own reflections on what you have learned from your readings, your own post, and the posts of your fellow group members. Post a summary of your learning for the week to the second learning activity forum. Make sure that you incorporate concepts and models from the assigned chapters into your reflection post. Don't attempt to fake this as I will be looking for evidence that you have actually done the readings assigned for the week.

Week	Topics	
Week 1	LA 1.1 – Introductions	LA 1.2 – “Tell Me a Story”
Week 2	LA 2.1 – A Local Market in a Box	LA 2.2 – Sample Journal Entry
Week 3	LA 3.1 – Sunny Side Up – Facebook	LA 3.2 – Reflections on LA 3.1 posts
Week 4	LA 4.1 – Two Ethical Dilemmas	LA 4.2 – Reflections on LA 4.1 posts
Week 5	LA 5.1 – Central City Museum	LA 5.2 – Reflections on LA 5.1 posts
Week 6	LA 6.1 – A New Approach to Making Decision	LA 6.2 – Reflections on LA 6.1 posts
Week 7	n/a	n/a
Week 8	LA 8.1 – Sunset Prayers	LA 8.2 – Reflections on LA 8.1 posts
Week 9	LA 9.1 – Lauren’s Balancing Act	LA 9.2 – Reflections on LA 9.1 posts
Week 10	LA 10.1 – On Trial and E-mail Adventure	LA 10.2 – Reflections on LA 10.1 posts
Week 11	LA 11.1 – One for All, All for One and Are We a Team?	LA 11.2 – Reflections on LA 11.1 posts
Week 12	LA 12.1 – Five Stars	LA 12.2 – Reflections on LA 12.1 posts
Week 13	n/a	n/a