

Business 1220E: Introduction to Business Section 530 – Online Only

CONTACT INFORMATION

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Office Hours:
Thursdays 6pm-9pm via Zoom

CLASS INFORMATION

A series of video lectures will be released per unit and can be viewed asynchronously. However, several discussion meetings will be held *sporadically* via Zoom. These will be scheduled on Thursdays between 6-9 pm EST. There will be several alternative times / alternative methods to participate should you be unable to attend the Thursday evening sessions. Students must have a viable Internet connection that is able to support programs such as Zoom and must be able to attend remotely. Students will also be required to use Microsoft Word for assignments.

Course Description

Business Administration 1220E, offered by the Ivey Business School, gives students from all faculties the opportunity to learn business fundamentals in finance, marketing, operations, organizational behavior and general management. The course is delivered using Ivey's renowned case method, which challenges students to learn by doing, within an active class environment of no more than 85 students. Students explore real business issues, make management decisions, defend their position, and take action. This course will be particularly appealing to those students who want a glimpse of Ivey's unique learning experience.

Antirequisite(s): Business Administration 1299E, Business Administration 2295F/G, Business Administration 2299E, the former Business Administration 1220, the former Business Administration 2299.

Course Objectives

- C1. To present an introductory course in business administration and to offer students an exposure to Finance, Marketing, Operations and General Management.
- C2. To provide students with the opportunity to develop skills for effective problem-solving. To do this, students will learn basic analytical tools (e.g. projections, breakeven, cost-benefit analysis, etc.) and then be required to apply these tools to problems, using case methodology.
- C3. To provide students with the opportunity to practice decision-making with imperfect information under time constraints.
- C4. To develop communication skills, both oral and written.
- C5. To provide an overview of the first year of the HBA and MBA programs at the Ivey Business School.

Student Learning Outcomes

At the end of this course students will be able to:

- L1. Make decisions regarding loan requirements after having analyzed the past financial status of a firm (via statement of cashflows and ratios), projecting future financial statements and assessing the sensitivity of and risk associated with loans (finance unit).
- L2. Develop and assess the feasibility of a marketing plan that focuses on an appropriate product and package of benefits, pricing, placement and promotional decisions (marketing unit).
- L3. Assess and determine the most appropriate adjustment, changes and/or the most appropriate to improve the efficiency or effectiveness of firm operations after having identified the process type, capacity of current operations and the customer's needs (operations unit).
- L4. Develop an effective and detailed action plan to resolve interpersonal workplace tensions and issues both in short term and long term by determining and addressing the root causes of issues related to leadership, influence, motivation, diversity, organization structure, cognitive difference and possible outcomes.
- L5. Make strategic decisions, regarding the future direction firms after considering the firm's wants, needs and cans. Students will also be able to value business using Net Book Value, Economic appraisal and capitalization of earnings. (General Management Unit)

Student competency levels on these outcomes will vary. You can expect to achieve these outcomes if you attend classes regularly, complete all assigned work in good faith and on time, demonstrate comprehension of the course content, and meet all other course expectations of you as a student.

Course Structure and Content

The course is taught in five units: Financial Management, Marketing Management, Operations Management, Organization Behaviour, and General Management. In each unit, students will examine and discuss a broad range of business cases involving situations where analysis and decision making are required. Students write a test (or exam) or a report at the end of each unit.

While students are expected to learn much about the problems that managers face, the major benefit of the course is an understanding of the environment in which managers make decisions. Students will learn some of what is involved in good and bad judgment. Above all, they will develop the capacity to make sound decisions based on the available information. The course stresses the importance of making timely decisions, often with imperfect information.

Brescia Competencies

Communication (C1) - Level 2 – Class participation will require strong development of oral communication skills. Written communication will be focused on with a written report.

Critical Thinking (C2), Inquiry and Analysis (C3) and Problem solving (C4)- Level 2 – As a decision-making class this will be a core area developed through case-based decision making. Students will be given recaps of real-world situations and ask to evaluate complex situations and reach logical decision and solutions to problems.

Self-Awareness and Development- Level 1 - (C5)– The group project will provide an opportunity to learn about personal behaviour patterns in the group setting. Students will first complete an individual report and receive feedback to help become aware of areas for development. The group report challenges students to be aware of their strengths and weaknesses and develop individual needs by learning from the strengths of others.

Additionally, the general management unit combines several previously covered topics and students will be challenged to be self aware of their abilities and develop in area of weaknesses to be able to complete the unit.

Social Awareness and Engagement – Level 2 (C6) - Discussions of cases often involve conflicting points of view. Zoom case discussions will push students to understand the impact of local business decisions on the wider society around them. Additionally, cases will be included giving a diverse range of perspectives and challenge students to broaden their views.

Course Materials

Required: Making Business Decisions: Text and Cases, Grasby, Crossan, Frost, Haywood-Farmer, Pearce & Purdy. Ivey Management Services, 2020-2021. (This should be available as an e-book through the bookstore).

The course casebook and handouts are protected under copyright law and are considered mandatory fees by Western Senate and the Board of Governors.

Up-to-date information is provided on the Business 1220E OWL site.

Course Pre-requisite

While required for some programs in the faculties of Social Science, Health Sciences, Music, Family Studies and Foods and Nutrition, Business 1220E requires no prerequisites, is not a prerequisite for any other business course, and is not a requirement of the Undergraduate (HBA) Business Program.

Online Teaching Methodology and expectation of students

The following details the recommend methodology for completing each unit.

- A. Review introductory reading material, introductory video lectures and ask questions during introductory Zoom discussion. Some units may have introductory problems.
- B. Complete assigned case homework, before watching the video solution.
- C. Watch the video solution corresponding to that case.
- D. Email in questions as you complete your work.
- E. Attend the Zoom discussion session corresponding to the case.
- F. Repeat for each case in the schedule.
- G. Complete the assigned testing point for the unit.

A Note Regarding Email

1. I will not check OWL email regularly. Please email me directly at amill64@uwo.ca instead.
2. Email, although informal, still requires a tone of respect and proper language. Rudeness and disrespect will not be tolerated.
3. I will check email daily, Monday through Friday, during the term. I will try to respond to your emails as promptly as possible, usually within 24 hours. Instant responses will not be provided.

Make Up Exams

Due to the case-based nature of exams in this course, make up exams will be administered at the next time a testing point is available for this course. Special examinations will not be given.

Zoom Appointments

If you wish to meet with me via zoom, send a request to amill64@uwo.ca.

Privacy

In order to respect privacy laws, and the privacy of individual students, the only methods student grades will be communicated will be through the OWL site, direct contact with your professor or on a test/exam/report/essay paper. Your professor is not able to email your grade to any email address. Student grades are confidential. Please take this into consideration when sharing your grades or asking others to share their grades. Your choice to share your grades will not be taken into consideration in any grading decision made by your professor and in order to respect the privacy of each student, the professor will only discuss individual grades with the student in question. The University is committed to protecting specific types of information, which, if disclosed, could reasonably be expected to result in harm to the University, an identifiable individual, or a third party. As a result, your professor is not able to release any information including, but not limited to, a student's personal information, attendance or grade records, to anyone other than the individual involved.

Evaluations

All components of evaluation (tests, reports, exam, as noted below) must be completed for a student **to be eligible for a passing grade in the course**. Students **must pass at least one of the following individual timed testing points** to be eligible to receive a passing grade: **finance exam, operations exam, general management (final) examination**. Late exams and reports submitted after ten business days of the due date, without accommodation, will not be accepted, resulting in failure of the course.

There will be no reweighting of components within the course. Late penalties will be applied to all reports and will be clearly defined on cover pages of the reports **Please note that grades cannot be adjusted on the basis of need.** Your mark in the course will be the mark that you earn based on your demonstrated understanding of the course content. **Extra credit assignments are not available, and**

tests and exams cannot be rewritten to obtain a higher mark. Once a student has written a test or examination, she is committed to the mark earned.

Unit	Released:	Due Dates:	Learning Outcomes	Brescia Competency	Weight
Finance Exam	October 22 nd	October 24 th , 11:59 PM EST	C2 – C4, L1	1-5	20%
Marketing Report	November 12 th	December 9 th , 11:59 PM EST	C2 – C5, L2	1-6	15%
Operations Exam	January 28 th	January 30th, 11:59 PM EST	C2 – C5, L3	1-5	15%
Organizational Behaviour Group Report	February 1 st	March 3 rd , 11:59 PM EST	C2-C4, L4	1-5	10%
General Management Exam	TBD	April TBD	C2 – C4, L5	1-6	30%
Contribution		Everyday	C5 – C6, L1 – L5	1-6	10%

Evaluation Component Description

Business 1220E is an essay course; consequently, the content of all testing vehicles (tests, reports, and the final exam) must include the universally acknowledged standard of correct English usage (spelling, points of grammar, syntax, style and the choice of words). Additionally, all testing vehicles must be written clearly and concisely, developing an argument that supports the conclusions drawn from the analysis.

All testing points, except for the Organizational Behaviour Group Report, must be completed individually. Any consultation with other students or individuals will result in a grade of zero. Ten marks (out of 100) of the mark will be deducted for the first 24 hours during which the submission is late. Another ten marks will be deducted for each additional 24-hour period that the submission is late. Submissions received ten business days or more after the due date, without accommodation, will not be accepted, resulting in failure of the course. Students may not pay for consultation or advice in the preparation of any submission.

All assignments (reports, exams, etc.) must be authored from an original document using a Microsoft Word account registered to the student. Microsoft Word is available free to all students by visiting myoffice.uwo.ca. Documents submitted with registrations affiliated to anyone other than the student may be taken as evidence of collaboration or plagiarism. Only Microsoft Word documents will be acceptable upload submissions (i.e. do not submit pdf documents). If a student is required to resubmit due to improper document formatting, late penalties will be calculated from the time the properly formatted document is submitted.

Financial Management Exam: The Financial Management Exam will be a case analysis and will cover Financial Accounting and Financial Management.

Marketing Report: The Marketing Report must be completed individually. The report will be a case analysis and will cover the Marketing Management unit.

Operations Exam: The Operations Exam will be a case analysis and will cover the content from the Operations Management Unit.

Organizational Behaviour Report: The Organizational Behaviour Report will be a group report based on a case analysis, covering content from the Organizational Behaviour Unit. You are responsible for getting yourself into a group of 6 students from your section. Every group member will contribute equally to the completion of the Group Report. However, in the unlikely and unfortunate case in which one (or more) member of the group does not contribute equally, that member may receive a grade penalty which will be at the discretion of the instructor based on documentation and feedback.

General Management Exam: The General Management Exam will be a comprehensive case analysis covering all units of the course and will be scheduled by during the final exam period as a take home exam.

Contribution: Contribution by each and every student is a cornerstone of any effective learning experience. Active class involvement augments the learning experience, increases assimilation of material and stimulates the level of class discussion. Students' contribution to this course is initiated through thorough class preparation. Contribution is expected to be relevant to the current discussion and includes answering direct questions, volunteering answers, advancing the discussion to a new issue, developing one side of an argument, clarifying difficult concepts and asking questions pertinent to the topic.

Class contribution will be awarded for emailed in questions that are shared with the class, attendance in Zoom sessions, discussion in Zoom sessions, and participation in Zoom chats. Students are encouraged to speak to the instructor if they have concerns about their performance or if they would like to discuss strategies to support regular contribution.

Dropping a Course

In order to drop your courses without academic penalty, you must drop the course by the following dates: November 30th, 2020

For further details, check the online academic calendar in the registrar's website or check with your academic advisor. To book an appointment with one of Brescia's Senior Academic Advisors, call 519.432.8353, extension 28266.

2020-21 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12.

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services

(http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page_10).

Personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

1. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
2. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
3. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

Requests for Academic Consideration Using the Self-Reported Absence Portal

Students who experience an unexpected illness or injury or an extenuating circumstance of 48 hours or less that is sufficiently severe to render them unable to meet academic requirements should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours. Note that the excused absence includes all courses and academic requirements within the up to 48 hours, it is not intended to provide an excused absence from a single course while students fulfill their academic responsibilities in other courses during that time.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

1. Students will be allowed a **maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
2. The duration of the absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
3. The excused absence will terminate prior to the end of the 48 hour period if the student undertakes significant academic responsibilities (writes a test, submits a paper) during that time;
4. Self-reported absences will **not** be allowed for scheduled final examinations; midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
5. Self-report absences may **not** be used for assessments worth more than 30% of any course;
6. Any absences in excess of 48 hours will require students to present a Student Medical Certificate (SMC), or appropriate documentation;
7. Students **must** communicate with their instructors **no later than 24 hours after the end of the period covered by the Self-Reported Absence form** to clarify how they will fulfil the academic expectations they may have missed during the absence.

Request for Academic Consideration for a Medical Absence

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation.

Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected

to complete their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. An SMC can be downloaded from http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf ;
2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

The [full policy on requesting accommodation due to illness](#) can be viewed at:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

2. ACADEMIC CONCERNs

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to the [Registrar's website](#), <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar (<http://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>).

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

3. ABSENCES

Short Absences: If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

Please note that for asynchronous online courses, attendance or participation requirements maybe different than for synchronous or in-person courses.

Extended Absences: If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work, and arrange academic accommodations if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory

(http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68).

4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that 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 without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

Plagiarism:

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

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 for such checking 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 The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

Computer-marked Tests/exams:

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals

consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14.

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

6. PREREQUISITES

Unless you have either the prerequisites for a course or written special permission from the Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisite(s).

7. SUPPORT

Support Services

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. Students can access supports through Brescia's Student Life Centre (<http://brescia.uwo.ca/life/student-life/>) and Learning Skills Services at Western (<https://www.uwo.ca/sdc/learning/>)

Mental Health and Wellness

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can obtain information about how to obtain help for yourself or others through **Mental Health & Wellness at Brescia** (<http://brescia.uwo.ca/life/mental-health-wellness/>) and **Health and Wellness at Western**, http://uwo.ca/health/mental_wellbeing/index.html.

Sexual Violence

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.