



**BUSI 1800**  
**Introduction to Business**  
**Fall 2014**  
**Section A and B**

**Instructor(s):**

This course is being team-taught by the following instructors:

Name	Email	Office Hours
Jerry Tomberlin	<a href="mailto:busi1800@gmail.com">busi1800@gmail.com</a>	Immediately following class with Julie Caldwell in Room 807 DT. Section A students from 11:30am to 12:30pm and Section B students from 5:30pm to 6:30pm. If you want to meet with Prof. Nemiroff or Dean Tomberlin you will need to make an appointment to do so.
Howard Nemiroff		
Julie Caldwell		

**Sections:**

Section	Day	Start Time	End Time	CRN	Location
A	T	8:35am	11:25am	30597	302 Azrieli Theatre
B	T	14:35pm	17:25pm	30604	360 Tory Building

**Tutorials:** 2 hours/week REQUIRED. See Carleton Central.

**COURSE WEBSITE**

See cuLearn.

**ENROLMENT**

Enrolment is restricted to students in the Bachelor of Commerce Program.

**COURSE DESCRIPTION**

Introduction to contemporary businesses in a complex economy, their role in the society, their history. The various functions that come together to define a business will be examined. All forms of business communications emphasized.

## LEARNING OBJECTIVES

During this course, students will:

1. Experience the differences between *small business*, *new venture creation*, and *entrepreneurship* by participating in an interactive and on-line case simulation. The simulation runs for 6 weeks specifically but will be addressed throughout the 12 week course and will include individual and group work both in class, during tutorials and for homework. Students will have the opportunity to make real-life business decisions, taking on the role of an entrepreneur and in a team environment will make strategic planning and management decisions as they follow the lifecycle of a new product and new business in a global market. Roles will include Human Resources, Finance, Marketing and Operations and Supply Chain Management. Business decisions are introduced as they become relevant in the evolution of the company.
2. Learn the strategies behind promoting better decision making and learning to manage a totally integrated company, including the management of sales outlets, marketing, production, and human and financial resources.
3. Discover the importance of using market data and competitive signals to adjust a strategic plan and more tightly focus business tactics.
4. Learn and practice the critical components of business communications, including writing and presentation skills, through hands-on activities and assignments tied to the on-going simulation.
5. Develop leadership, teamwork and interpersonal skills through in-class, individual and group projects and assignments.
6. Students will use the materials from the text book, lecture discussions and in-class guests to address course assignments which will take the form of written memos and reports, in-class presentations, individual and group contributions in class and tutorials, as well as through peer evaluations.
7. Discover and examine personal codes of ethics and internalise the importance ethics in personal life as well as in corporate and political spheres. Develop a clear appreciation for the difference between social responsibility and ethics especially through examples of social consciousness. These goals are met through classroom discussion as well as video support. Topics are also reinforced in smaller tutorial sessions.

## TEXT:

1. Nickels, William G., McHugh, James M., McHugh, Susan M., Cossa, Rita, Sproule, Bob (2013), **Understanding Canadian Business, Eighth Edition (with Connect with LearnSmart and Smartbook PPK)**, McGraw-Hill Ryerson Limited, ISBN: 1259066622 9781259066627 CANH

## NOTE:

Part of your required assessment for this course is located on McGraw-Hill Connect, which is the online homework platform that accompanies the textbook required for this course. Connect will contain weekly assignments you must complete related to the chapters you are covering in class that week, and Connect includes a full **eBook** for you to read and reference.

You have 2 purchase options for Connect: **(PICK ONE ONLY)**

1. **Option #1) Purchase the hardcover printed Nickels 8<sup>th</sup> Cnd Edition textbook package NEW, which has the Connect access code + eBook included.**

This can be purchased at the Carleton U bookstore, from Haven Books on Sunnyside, or directly from McGraw-Hill's eStore. Prices vary.

*\*\*\*Please note: used copies of this **text will not** have a Connect code as the previous student would have redeemed it. If you purchase a used copy, you will still have to purchase the on-line connect access code valued at \$99 (see #2 below).*

**----- OR -----**

2. **Option #2) Purchase just the Connect access code which has the eBook included. (NO PRINT TEXTBOOK)**

This price is \$99 and can be purchased directly during the Connect registration process. A representative from McGraw-Hill will be at the first class to walk-thru the registration steps with the class.

There will also be a 3 week free trial of Connect available at the start of the semester if you are waiting on OSAP funding or are not ready to purchase full access to Connect. This 3 week free trial of Connect allows you to access the eBook and complete the assignments, however when the 3 weeks is up, your account is frozen and you cannot login again until you purchase your full Connect license.

## ON-LINE SIMULATION

As noted earlier, students in this course will be required to participate in a team-based on-line simulation. Students will be assigned access to the **Marketplace Live** simulation during week 2 of the course but there is a per student fee in the amount of **\$45 US dollars** which will be payable by credit card in order to access the simulation. More details will be provided after the first week of class. ***This simulation cannot be purchased until your instructor issues you a game code and license number.***

## COMPUTERS IN CLASS

Given the nature of the on-line simulation activities that will be taking place primarily during the scheduled class time, it is our hope that every student will have a laptop with them during class OR access to be able to borrow a laptop during class time. HOWEVER, we do realize that not everyone might have the means to have a laptop to bring to class so please note that the simulation will be completed in a group environment. As such, once groups are established, as long as **at least one member of the group has a laptop with them, the team will be able to complete the required exercises.** It is advisable that 2 or more members of the group have a laptop with them in class but it is not required. A laptop is NOT needed for weeks 1 and 2 of the class. **If you do not have the means to purchase a laptop or the ability to borrow one for the designated classes, please contact [busi1800@gmail.com](mailto:busi1800@gmail.com) as soon as possible at the start of the term so that we can make alternate arrangements.**

## EVALUATION

ELEMENT	WEIGHT %
LearnSmart Assignments	10
Tutorial Attendance	5
Simulation Participation	40
Multiple Assignments	20
Final Exam	25
<b>TOTAL</b>	<b>100</b>

### LearnSmart Assignments (10%)

There are 19 LearnSmart on-line assignments required to be completed during the course. We will assign your grade based on the top 10 highest marks for these assignments. However please note that for every LearnSmart assignment you do not complete, one (1) % of your grade will be deducted to a maximum of 10%. Please note that LearnSmart assignments (as well as readings in the text) must be completed BEFORE the class that the topic will be addressed. It is our expectation that you will read/complete the LearnSmart assignment and come to class prepared to discuss materials and how it applies to the topic for the class or the simulation activities.

### Lecture and Tutorial Attendance (5%)

Attendance at lectures and tutorials is mandatory. One (1) % of your grade is deducted for each missed tutorial to a maximum of 5%. See illness policies in course outline.

### Simulation Participation (40%)

The on-line Marketplace Live Simulation participation mark includes several components including:

- On-line Quiz – 5%
- Executive Briefing Memos for Q1 to Q5 – 10% total
- Final Group Presentation – 5%
- Final Executive Briefing Memo for Simulation – 5%
- Peer Evaluation – 5%
- Overall Balanced Scorecard – 10%

### Multiple Assignments (20%)

There will be between 6 to 8 individual assignments throughout the course and each will receive a mark of between 2% to 4%. Each assignment will be described in full on the cuLearn website and adequate warning and discussion will be provided in class, in tutorials and potentially via various electronic means.

### Final Exam (25%)

The final exam is scheduled to take place during the final exam period in December 2014. The date of the final exam will be made available through the University Exam Schedule which is posted typically in mid-October at this site - <http://www2.carleton.ca/ses/exams/exam-schedule/>. The material for the final exam will be inclusive of all material covered during the period of week 1 to 12 inclusive, including the simulation material.

The exam will consist of questions drawn from lectures, textbook readings, videos, the simulation, tutorials and discussions in class.

You must either be present to write the on-line quiz or final exam or you must present a medical or other acceptable documentation to explain your absence. If you must miss the in-class on-line quiz due to **verifiable illness or, in rare and highly exceptional cases, due to some other circumstance beyond your control**, you must submit a medical certificate or other appropriate documentation (if not a medical issue) to your instructor no later than 18:00 on the fifth (5th) calendar day following the test date. So if the test is, for example, on the 1<sup>st</sup> day of the month, your documentation must be in your instructor's hands by 6:00 PM on the 6<sup>th</sup> day of the month.

If you miss the in-class on-line quiz due to verifiable illness, there will be an opportunity to re-take the quiz at an approved date/time/location. If you miss the final exam due to a verifiable illness, you may apply to the Registrar's Office to be considered for a deferred exam at a later date.

For medical issues, you **must** use the medical certificate form found at: [http://www1.carleton.ca/registrar/ccms/wp-content/ccms-files/med\\_cert.pdf](http://www1.carleton.ca/registrar/ccms/wp-content/ccms-files/med_cert.pdf). You must show the ORIGINAL medical certificate to your instructor, and provide a photocopy for our records. For other rare circumstances, your instructor will decide *ad hoc* what constitutes reasonable and appropriate documentation.

### LATE POLICY

There will be zero tolerance for late assignments. Penalties and submission timings are strict and as follows:

Submission Timing	Penalty
0-15 minutes late	We will be lenient and accept the assignment dependent on the method of submission (i.e. through cuLearn, in person or by email)
15 minutes or more	Your assignment will NOT be accepted and you will receive an assignment <b>grade of 0</b> .

## PASSING THIS COURSE

In order to pass this course, you must attain a minimum of 50% on every assignment and activity heading in to the final exam (in other words you must have a 37.5/75 combined for LearnSmart assignments, Tutorial Attendance, Simulation and Multiple Assignments) and you must achieve a minimum of 50% on the final exam.

### **Failure with No Deferral (FND)**

Unsatisfactory in-term performance in this course will lead to a grade of FND in this term if you do not write the scheduled final exam.

## DETAILED COURSE SCHEDULE

We will post a detailed course schedule on cuLearn at the start of the course so that you are aware of the readings, assignments and dates/deadlines.

## COMMUNICATION

### **1800 Email Procedure (whether to your instructor or the help desk):**

It is important to use the structure outlined in the template below:

- The subject of the email must begin with **1800**.
- The first line in the body of the email must contain your **name, student number and section of the course**.
- A **Help Desk** (staffed by TAs) promises 12-hour turnaround on email, 7 days a week. Please use this email as your first contact point UNLESS the issue is sensitive and personal in nature. The Help Desk email is: [busi1800@gmail.com](mailto:busi1800@gmail.com).

### **SPECIAL NOTE:**

- **Your instructor will not reply** to emails which ask for information that was either supplied verbally in class, is in class notes, was provided in tutorials/labs or was posted as a News item on cuLearn. So make sure the information isn't in the public domain.
- **Do not expect** an email reply if you do not use the proper email procedure.

## OTHER IMPORTANT INFORMATION

### Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bll. A calculator is **not** required for BUSI 1800.

### Grades

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

WDN = Withdrawn from the course

ABS = Student absent from final exam

DEF = Deferred (See above)

FND = (Failed, no Deferred) = Student could not pass the course even with 100% on final exam

### Academic Regulations, Accommodations, Plagiarism, Etc.

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://www.carleton.ca/calendars/ugrad/current/regulations/acadregsuniv.html>

### Requests for Academic Accommodations

#### Academic Accommodations for Students with Disabilities

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

- The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the December 2014 exam period is November 7.

### **For Religious Obligations:**

Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.

Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact an Equity Services Advisor in the Equity Services Department for assistance.

### **For Pregnancy:**

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

### **Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include expulsion; suspension from all studies at Carleton; suspension from full-time studies; a refusal of permission to continue or to register in a specific degree program; academic probation; and a grade of Failure in the course, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at <http://www2.carleton.ca/sasc/advisingcentre/academic-integrity/>.

### **Group work**

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/ assignments/ projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

### **Assistance for Students**

- Student Academic Success Centre (SASC): [www.carleton.ca/sasc](http://www.carleton.ca/sasc)
- Writing Tutorial Services: [www.carleton.ca/wts](http://www.carleton.ca/wts)
- Peer Assisted Study Sessions (PASS): [www.carleton.ca/sasc/peer-assisted-study-sessions](http://www.carleton.ca/sasc/peer-assisted-study-sessions)

### **Important Information**

- Students must always retain a hard copy of all work that is submitted.
- All final grades are subject to the Dean's approval.



- Please note that you will be able to link your CONNECT (MyCarleton) account to other non-CONNECT accounts and receive emails from us. However, for us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CONNECT address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://portal.carleton.ca/>

### Important Dates & Deadlines

Date	Activity
September 2, 2014	Fall Term begins. Orientation for Teaching Assistants
September 2-3, 2014	Academic Orientation. All students are expected to be on campus. Class and laboratory preparations, departmental introductions for students and other academic preparation activities will be held.
September 4, 2014	Fall and fall/Winter classes begin
September 17, 2014	Last day for registration for Fall term and Fall/Winter Courses Last day to change courses or sections (including auditing) for Fall/Winter and Fall term courses.
September 30, 2014	Last day to withdraw from Fall term and Fall/Winter courses with a full fee adjustment. Withdrawals after this date will create no financial change to Fall term fees (financial withdrawal).
October 10, 2014	December examination schedule (Fall term final and Fall/Winter mid-terms) available online.
October 13, 2014	Statutory holiday, University closed.
October 27 - 31, 2014	Fall break Classes suspended.
November 7, 2014	Last day to submit to the Paul Menton Centre or Students with Disabilities, Formal Examination Accommodation Forms for December examinations.
November 24, 2014	Last day for test or examinations in courses below the 4000-level before the final examination period (see examination Regulations in the Academic regulations of the University section of the calendar).
December 8, 2014	Fall term ends. Last day of fall/winter and winter-term classes. Last day for academic withdrawal from fall/winter and winter-term

Date	Activity
	<p>courses.</p> <p>Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall/winter and winter-term courses.</p>
December 9, 2014	No classes or examination take place
December 10 - 21, 2014	<p>Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all seven days of the week.</p>
December 21, 2014	All take home examinations are due on this day.
December 25 – January 2 2014	University closed

**BUSI 1800 – Fall 2014, Section A (8:30am to 11:30am) & B (2:30pm to 5:30pm) – Detailed Course & Tutorial Schedule**

Week	Date	Chapter / Topics	Assignments	Tutorial Dates	Tutorial Focus
1	Sept. 9	<p><b>Course Overview</b></p> <p><b>Lecture:</b></p> <ul style="list-style-type: none"> <li>▪ Goal Setting</li> <li>▪ Time Management</li> <li>▪ Ch. 1 – Taking Risks and Making Profits</li> </ul>	<p><b>In Class Assignment</b></p> <p><b>LearnSmart</b> - #1, 4, 6, 7 (Due by 11:55pm Sept. 15)</p>	Sept. 10-12	<p><b>Learn Smart</b></p> <ul style="list-style-type: none"> <li>▪ Getting Set Up</li> </ul> <p><b>Study &amp; Communication Skills</b></p> <ul style="list-style-type: none"> <li>▪ Note Taking in Class</li> </ul>
2	Sept. 16	<p><b>Reading Before Class</b></p> <ul style="list-style-type: none"> <li>▪ Ch. 4 – Role of Gov't in Business</li> <li>▪ Ch. 6 – Forms of Business Ownership</li> <li>▪ Ch. 7 – Entrepreneurship &amp; Small Business</li> </ul> <p><b>Guest Lecturers</b></p> <ul style="list-style-type: none"> <li>▪ Dean Tomberlin, Sprott School of Business</li> <li>▪ Teaching Area Coordinator for Entrepreneurship</li> <li>▪ CEA – Carleton Entrepreneurship Association</li> </ul> <p><b>Lecture:</b></p> <ul style="list-style-type: none"> <li>▪ Writing a Memo</li> <li>▪ Introduction to Marketplace Simulation and The DRAFT process in tutorial</li> </ul>	<p><b>In Class Assignment</b></p> <p><b>Ass. #1</b> – Marketplace HR Memo (Due Sept. 23)</p> <p><b>Ass. #2</b> – Myers Briggs free assessment (Due Sept. 19<sup>th</sup> – required to complete memo in assignment #1)</p> <p><b>LearnSmart</b> - #3, 8, 9 (Due by 11:55pm Sept. 22)</p>	Sept. 17-19	<p><b>Marketplace</b></p> <ul style="list-style-type: none"> <li>▪ Team DRAFT for Marketplace Simulation</li> </ul>
3	Sept. 23	<p><b>Reading Before Class</b></p> <ul style="list-style-type: none"> <li>▪ Ch. 3 – Global Markets</li> <li>▪ Ch. 8 – Management &amp; Leadership</li> <li>▪ Ch. 9 – Adapting Org's to Today's Markets</li> </ul> <p><b>Guest Lecturer</b></p> <ul style="list-style-type: none"> <li>▪ Professor David Cray, Teaching Area Coordinator for International Business</li> <li>▪ Sprott International Business Association (SIBA)</li> </ul> <p><b>Lecture:</b></p> <ul style="list-style-type: none"> <li>▪ Balanced Scorecard</li> </ul> <p><b>Marketplace Simulation – Q1</b></p>	<p><b>In Class Assignment</b></p> <p><b>Marketplace</b> – Executive Briefing for Q1 (Due for start of class on Sept. 30)</p> <p><b>LearnSmart</b> - #14, 15 (Due by 11:55pm Sept. 30)</p>	Sept. 24-26	<p><b>Study &amp; Communication Skills</b></p> <ul style="list-style-type: none"> <li>▪ Working in Groups / Meetings</li> <li>▪ Critical Thinking</li> </ul>

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Week	Date	Chapter / Topics	Class Assignment	Tutorial Dates	Tutorial Focus
4	Sept. 30	<p><b>Reading Before Class</b></p> <ul style="list-style-type: none"> <li>▪ Ch. 14 – Marketing</li> <li>▪ Ch. 15 – Marketing Mix</li> </ul> <p><b>Guest Lecturers</b></p> <ul style="list-style-type: none"> <li>▪ Professors Leighann Neilson / Lindsay McShane, MARKETING Teaching Area Group</li> <li>▪ Sprott Marketing Students’ Association (SMSA)</li> </ul> <p><b>Marketplace Simulation – Q2</b></p> <p><b>BCMC – Job Search &amp; Networking</b></p>	<p><b>Marketplace</b> – Executive Briefing for Q2 (Due for start of class on Oct. 7)</p> <p><b>Ass. #3</b> – BCMC Job Search (due by start of class Oct. 7)</p> <p><b>LearnSmart</b> - #5, 8 (Due by 11:55pm Oct. 6)</p>	Oct. 1-3	<p><b>Study &amp; Communication Skills</b></p> <ul style="list-style-type: none"> <li>▪ Research &amp; Citation Skills</li> <li>▪ Co-Authoring Reports</li> <li>▪ Writing Reports</li> </ul>
5	Oct. 7	<p><b>Reading Before Class</b></p> <ul style="list-style-type: none"> <li>▪ Ch. 5 – Ethics and Social Responsibility</li> <li>▪ Ch. 8 - Management &amp; Leadership</li> <li>▪ Assigned readings (find articles to support)</li> </ul> <p><b>Guest Lecturers</b></p> <ul style="list-style-type: none"> <li>▪ Professor Sefa Hayibor, ETHICS</li> <li>▪ Professor of STRATEGY (TBC)</li> <li>▪ Sprott Student Management Association (SSMA)</li> </ul> <p><b>Marketplace Simulation – Q3</b></p>	<p><b>Ass #4</b> – SWOT on Company to date (Due for start of class on Oct. 14)</p> <p><b>LearnSmart</b> - #16, 17 (Due by 11:55pm Oct. 13)</p>	Oct. 8-10	<p><b>No tutorials this week due to Thanksgiving holiday</b></p>
6	Oct. 14	<p><b>Reading Before Class</b></p> <ul style="list-style-type: none"> <li>▪ Ch. 16 – Accounting &amp; Financial Information</li> <li>▪ Ch. 17 – Financial Management</li> </ul> <p><b>Guest Lecturers</b></p> <ul style="list-style-type: none"> <li>▪ Associate Dean, Howard Nemiroff, Review Quarter 3 Marketplace financials</li> <li>▪ ACCOUNTING and FINANCE Group</li> <li>▪ Sprott Accounting Students’ Association (SASA)</li> <li>▪ Sprott Finance Students’ Association (SFSA) &amp; The Fund</li> <li>▪ Trish O’Flaherty from the Library - Bloomberg</li> </ul> <p><b>Marketplace Simulation – Q3</b> – Review of Financial Results</p>	<p><b>Marketplace</b> – Executive Briefing for Q3 (Due for start of class on Oct. 21)</p> <p><b>Ass. #5</b> – Bloomberg (Due by start of class on Oct. 21)</p> <p><b>LearnSmart</b> - #10 (Due by 11:55pm Oct. 20)</p>	Oct. 15-17	<p><b>Presentation Skills – Part I</b></p> <ul style="list-style-type: none"> <li>▪ Preparing to give presentations</li> </ul>

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Week	Date	Chapter / Topics	Class Assignment	Tutorial Dates	Tutorial Focus
7	Oct. 21	<p><b>Reading Before Class</b></p> <ul style="list-style-type: none"> <li>Ch. 10 – Producing World Class Goods &amp; Services</li> </ul> <p><b>Guest lecturer</b></p> <ul style="list-style-type: none"> <li>OPERATIONS Management Group</li> <li>Sprott Supply Chain Students’ Association (SSCSA)</li> </ul> <p><b>Marketplace Simulation</b> – Supply Chain and Production</p> <p><b>BCMC – Resume &amp; Cover Letter</b></p>	<p><b>Marketplace</b> – Complete Q4 activities &amp; Executive Briefing for Q4 (Due by start of class on Nov. 4)</p> <p><b>Ass. #6</b> – BCMC Resume (Due by start of class on Nov. 4)</p>	Oct. 22-24	<p><b>Presentation Skills – Part II</b></p> <ul style="list-style-type: none"> <li>Delivering a presentation</li> </ul>
8	Oct. 28	<b>Fall Break – No class</b>	<b>NONE</b>	<b>No tutorials</b>	<b>No tutorials this week</b>
9	Nov. 4	<p><b>Re-cap of simulation to date</b></p> <p><b>QUIZ – In Class (with Laptop) **TBC</b></p> <p><b>BCMC – Interview Skills (2<sup>nd</sup> half)</b></p>	<p><b>Ass. #7</b> – BCMC Interview Skills (during tutorial this week)</p> <p><b>LearnSmart</b> - #11, 12, 18 (Due by 11:55pm Nov. 10)</p>	Nov. 5-7	<p><b>BCMC</b></p> <ul style="list-style-type: none"> <li>Interview Skills during tutorials</li> </ul>
10	Nov. 11	<p><b>Reading Before Class</b></p> <ul style="list-style-type: none"> <li>Ch. 11 – Motivating Employees</li> <li>Ch. 12 – HR Management</li> <li>Ch. 18 – Financial Services Industry</li> </ul> <p><b>Guest Lecturers</b></p> <ul style="list-style-type: none"> <li>Associate Dean, Howard Nemiroff – Review Q4 Financial Performance</li> <li>MANAGEMENT – Greg Sears or Rob Smart</li> </ul> <p><b>Marketplace Simulation – Q5</b></p>	<p><b>Marketplace</b> – Complete Q5 activities &amp; Executive Briefing for Q5 (Due by start of class on Nov. 18)</p> <p><b>LearnSmart</b> - #13 and Appendix A (Due by 11:55pm Nov. 17)</p>	Nov. 12-14	<p><b>Marketplace</b></p> <ul style="list-style-type: none"> <li>Practice for Final Presentations</li> </ul>

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Week	Date	Chapter / Topics	Class Assignment	Tutorial Dates	Tutorial Focus
11	Nov. 18	<b>Reading Before Class</b> <ul style="list-style-type: none"> <li>▪ Ch. 13 – Understanding Employee/Mngmt Issues</li> <li>▪ Appendix A – Using Technology</li> </ul> <b>Guest Lecturers</b> <ul style="list-style-type: none"> <li>▪ Information Systems Teaching Area Group TBC</li> <li>▪ Sprott Information Systems Students’ Society (SISSA)</li> </ul> <b>Marketplace Simulation – Q6</b>	<b>Marketplace</b> – Prepare for final group presentations (in class on Nov. 25)	Nov. 19-21	<b>Marketplace</b> <ul style="list-style-type: none"> <li>▪ Practice for Final Presentations</li> </ul>
12	Nov. 25	<b>Marketplace Final Presentations</b>	<b>Ass. #8 - Marketplace</b> – Submit final written report and PPT	Nov. 26-28	<b>Study &amp; Communication Skills</b> <ul style="list-style-type: none"> <li>▪ Preparing for and Writing Tests &amp; Exams</li> </ul>
13	Dec. 2	<b>Marketplace Wrap Up – Q7</b>	<b>Ass. #9 - Marketplace</b> - Peer Evaluations	Dec. 3-5	Study Help with TA’s

**Final Exam – Scheduled During December Exam Period**

\*Note: While every attempt will be made to keep to the schedule listed above, unforeseen circumstances may necessitate modifications throughout the semester.

\*\* Topics and chapters refer to Understanding Canadian Business book unless otherwise specified.