

BUSI 1800
Introduction to Business
Winter 2015 - Section C

Instructor:

Name	Email	Office Hours
Julie Caldwell	julie_caldwell@carleton.ca	Office hours will be by appointment only. Please email Julie Caldwell directly if you would like to set up a time to meet in person.

Sections:

Section	Day	Start Time	End Time	CRN	Location
C	W	2:35pm	5:25pm	10586	231 University Centre

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.
3. 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.
4. Develop leadership, teamwork and interpersonal skills through in-class, individual and group projects and assignments.
5. 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.

ON-LINE SIMULATION

As noted in the Learning Objectives, 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.***

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 8th 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 2 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 2 week free trial of Connect allows you to access the eBook and complete the assignments, however when the 2 weeks are up, your account is frozen and you cannot login again until you purchase your full Connect license.

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 as soon as possible at the start of the term so that we can make alternate arrangements.**

EVALUATION

ELEMENT	WEIGHT %
LearnSmart Assignments	5
Lecture and Tutorial Attendance	5
Simulation Participation	40
Multiple Assignments	25
Final Exam	25
TOTAL	100

LearnSmart Assignments (5%)

There are 18 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) point will be deducted to a maximum of 10 points. 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 and you will receive one point for each tutorial attended. There are 10 tutorial sessions. One (1) point will be deducted for each missed tutorial to a maximum of 5 points. See illness policies in course outline.

Simulation Participation (40%)

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

- In-Class On-line Quiz (INDIVIDUAL) – 5%
- Executive Briefing Memos x2 (GROUP) – 8% total
- Final Presentation (GROUP) – 6%
- Final Executive Briefing Memo for Simulation (GROUP) – 6%
- Peer Evaluation x2 (INDIVIDUAL) – 8%
- Overall Balanced Scorecard (GROUP) – 7%

Multiple Assignments (25%)

There will be 6 individual assignments throughout the course and each will receive a mark of between 2% to 6%. 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 April 2015. The date of the final exam will be made available through the University Exam Schedule which is posted typically in mid-February 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 1st day of the month, your documentation must be in your instructor's hands by 6:00 PM on the 6th 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. 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 grade of 0 .

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.

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 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 April 2015 exam period is March 6.

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
- Writing Tutorial Services: www.carleton.ca/wts
- Peer Assisted Study Sessions (PASS): 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

January 5

Winter-term classes begin.

January 16

Last day for registration for winter term courses.

Last day to change courses or sections (including auditing) for winter term courses.

Students who have not deposited (via automated upload) the final copy of their thesis to the office of the Faculty of Graduate and Postdoctoral Affairs must register.

January 31

Last day for a [fee adjustment](#) when withdrawing from Winter term courses or the Winter portion of two-term courses. Withdrawals after this date will create no financial change to Winter term fees (financial withdrawal).

February 13

April examination schedule available online.

February 13-21

Fall-term deferred examinations will be held

February 16

Statutory holiday, University closed.

February 16-20

Winter Break. Classes are suspended.

March 6

Last day to submit, to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for April examinations.

April 3

Statutory holiday, University closed.

April 8

Last day of fall/winter and winter-term classes.

Last day for academic withdrawal from fall/winter and winter-term courses.

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.

April 9-10

No classes or examinations take place

April 11-23

Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all 7 days of the week.

June 8-18 (including Saturdays)

Fall/winter and winter term deferred final examinations will be held.

BUSI 1800 – Winter 2015, Section C (2:30pm to 5:30pm) – Detailed Course & Tutorial Schedule

Week	Date	Chapter / Topics	Lead	Class Assignment	Tutorial Dates	Tutorial Focus
1	Jan. 7	<p>Course Overview</p> <p>Reading Before Class:</p> <ul style="list-style-type: none"> ▪ Ch. 1 – Taking Risks and Making Profits ▪ Ch. 4 – Role of Gov't in Business ▪ Ch. 6 – Forms of Business Ownership <p>Guest Lecturer</p> <ul style="list-style-type: none"> ▪ Jerry Tomberlin, Dean, Sprott School of Business <p>Marketplace Simulation</p> <ul style="list-style-type: none"> ▪ Introduction to Simulation & Company Recruitment process 	JC JT	<p>In Class Assignment</p> <p>LearnSmart - #7, 11, 12 (Due by 11:55pm Jan. 13)</p>	Jan. 9 & 12	<p>Learn Smart</p> <ul style="list-style-type: none"> ▪ Getting Set Up <p>Study & Communication Skills</p> <ul style="list-style-type: none"> ▪ Goal Setting ▪ Time Management ▪ Note Taking in Class <p>Marketplace</p> <ul style="list-style-type: none"> ▪ Preparation for Company Recruitment Process
2	Jan. 14	<p>Reading Before Class:</p> <ul style="list-style-type: none"> ▪ Ch. 7 – Entrepreneurship & Small Business ▪ Ch. 11 – Motivating Employees ▪ Ch. 12 – HR Management <p>Guest Lecturers</p> <ul style="list-style-type: none"> ▪ Diane Isabelle –for Entrepreneurship (CE, MiE, TIM, LTW) ▪ MANAGEMENT teaching area TBC <p>Lecture:</p> <ul style="list-style-type: none"> ▪ Writing a Memo 	JC	<p>In Class Assignment</p> <p>LearnSmart – 1, 4 and 6 (Due by 11:55pm Jan. 20)</p>	Jan. 16 & 19	<p>Marketplace</p> <ul style="list-style-type: none"> ▪ Company Recruitment Process
3	Jan. 21	<p>Reading Before Class:</p> <ul style="list-style-type: none"> ▪ None <p>Guest Lecturer</p> <ul style="list-style-type: none"> ▪ BCMC Job Search & Networking with guest speaker – Michael J. Hughes (2nd half) <p>Marketplace Simulation</p> <ul style="list-style-type: none"> ▪ Marketplace Simulation – Q1 (1st half) 	JC	<p>Ass. #1 – BCMC Job Search (due by start of class Jan. 28)</p> <p>Marketplace – Data Entry for Q1 (due by Jan. 27 at 10pm)</p> <p>LearnSmart - #10, 14, 15 (Due by 11:55pm Jan. 27)</p>	Jan. 23 & 26	<p>Study & Communication Skills</p> <ul style="list-style-type: none"> ▪ Working in Groups / Meetings ▪ Critical Thinking <p>Marketplace</p> <ul style="list-style-type: none"> ▪ Company collaboration

BUSI 1800 – Winter 2015, Section C (2:30pm to 5:30pm) – Detailed Course & Tutorial Schedule

Week	Date	Chapter / Topics	Lead	Class Assignment	Tutorial Dates	Tutorial Focus
4	Jan. 28	<p>Reading Before Class:</p> <ul style="list-style-type: none"> Ch. 10 – Producing World Class Goods & Services Ch. 14 – Marketing Ch. 15 – Marketing Mix <p>Guest Lecturer</p> <ul style="list-style-type: none"> OPERATIONS Management Group Sprott Supply Chain Students’ Association (SSCSA) MARKETING Group Sprott Marketing Students’ Association (SMSA) <p>Marketplace Simulation</p> <ul style="list-style-type: none"> Q2 Discussion & Lecture 	JC	<p>Ass. #2 – Marketplace Executive Briefing #1 for Q1 & Q2 (Due by 11:55pm on Feb. 4 uploaded to cuLearn)</p> <p>LearnSmart - #3 (Due by 11:55pm Feb. 3)</p> <p>Marketplace – Data Entry for Q2 (due by Jan. 31 at 10pm)</p>	Jan. 30 & Feb. 2	<p>Study & Communication Skills</p> <ul style="list-style-type: none"> Research & Citation Skills Co-Authoring Reports Writing Reports <p>Marketplace</p> <ul style="list-style-type: none"> Company collaboration
5	Feb. 4	<p>Reading Before Class:</p> <ul style="list-style-type: none"> Ch. 3 – Global Markets <p>Guest Lecturer</p> <ul style="list-style-type: none"> David Cray, International Business Area BCMC Resume & Cover Letter (1st half) <p>Marketplace Simulation</p> <ul style="list-style-type: none"> Q3 Discussion & Lecture 	JC	<p>Ass. #3 – BCMC Resume (Due by start of class on Feb. 25)</p> <p>Ass. #4 – Marketplace Peer Evaluation #1 (Due by 11:55pm on Feb. 13)</p> <p>LearnSmart - #16, 17, 18 (Due by 11:55pm Feb.10)</p> <p>Marketplace – Data Entry for Q3 (due by Feb. 10th at 10pm)</p>	Feb. 6 & 9	<p>Study Skills Session</p> <ul style="list-style-type: none"> Preparing For & Writing Tests and Exams <p>Marketplace</p> <ul style="list-style-type: none"> Company collaboration
6	Feb. 11	<p>Reading Before Class:</p> <ul style="list-style-type: none"> Ch. 16 – Accounting & Financial Information Ch. 17 – Financial Management Ch. 18 – Financial Services Industry <p>Guest Lecturer</p> <ul style="list-style-type: none"> Associate Dean, Howard Nemiroff Jacques Maurice, Accounting Area The Fund Students / SFSA / SASA Trish O’Flaherty, Library (Bloomberg) <p>Marketplace Simulation</p> <ul style="list-style-type: none"> Q3 & Q4 discussion re financial decisions with Howard Nemiroff Review for Quiz after Break 	JC HN	<p>Ass. #5 – Bloomberg (Due by 11:55pm on Feb. 24 uploaded to culearn)</p> <p>Ass. #6 – Marketplace Executive Briefing #2 for Q3 & Q4 (Due by 11:55pm on Feb. 24 uploaded to cuLearn)</p> <p>LearnSmart - NONE</p> <p>Marketplace – Data Entry for Q4 (due by Feb. 14 by 10pm)</p>	No tutorials	No tutorials this week

BUSI 1800 – Winter 2015, Section C (2:30pm to 5:30pm) – Detailed Course & Tutorial Schedule

Week	Date	Chapter / Topics	Lead	Class Assignment	Tutorial Dates	Tutorial Focus
	Feb. 18	Winter Break – No class		NONE	No tutorials	No tutorials this week
7	Feb. 25	<p>Reading Before Class</p> <ul style="list-style-type: none"> None <p>Guest Lecturer</p> <ul style="list-style-type: none"> TBC <p>Lecture</p> <ul style="list-style-type: none"> Strategy (SWOT) <p>QUIZ – In Class (with Laptop)</p>	JC	<p>Ass. #7 – SWOT Analysis Memo (Due by 11:55pm on March 3 on cu learn)</p> <p>LearnSmart - #5 (Due by 11:55pm March 3)</p>	Feb. 27 & Mar. 2	<p>Presentation Skills – PI</p> <ul style="list-style-type: none"> Preparing <p>Simulation Activity</p>
8	March 4	<p>Reading Before Class</p> <ul style="list-style-type: none"> Ch. 5 – Ethics and Social Responsibility <p>Guest Lecturers</p> <ul style="list-style-type: none"> ETHICS, TBC BCMC – Interview Skills (2nd half) <p>Marketplace Simulation</p> <ul style="list-style-type: none"> Q5 Discussion & Lecture 	JC	<p>Ass. #8 – In tutorial Mock Interviews with BCMC on March 6th & 9th.</p> <p>Marketplace – Data Entry for Q5 (due by March 10th at 10pm)</p> <p>LearnSmart - NONE</p>	March 6 & 9	<p>BCMC</p> <ul style="list-style-type: none"> Ass. #8 – In tutorial Mock Interviews with BCMC
9	March 11	<p>Reading Before Class:</p> <ul style="list-style-type: none"> NONE <p>Lecture:</p> <ul style="list-style-type: none"> Review of SWOT and Simulation Strategy <p>Marketplace Simulation</p> <ul style="list-style-type: none"> Q6 Discussion & Lecture 	JC HN	<p>Ass. #9 – Memo – Personal Lessons Learned (due March 17 by 11:55pm uploaded to cuLearn)</p> <p>Marketplace – Data Entry for Q6 (due by March 17 at 10pm)</p> <p>LearnSmart - #8, 9, 13 (Due by 11:55pm March 17)</p>	March 13 & 16	<p>Presentation Skills – PII</p> <ul style="list-style-type: none"> Delivering <p>Simulation Activity</p>

BUSI 1800 – Winter 2015, Section C (2:30pm to 5:30pm) – Detailed Course & Tutorial Schedule

Week	Date	Chapter / Topics	Lead	Class Assignment	Tutorial Dates	Tutorial Focus
10	March 18	<p>Reading Before Class:</p> <ul style="list-style-type: none"> ▪ Ch. 8 – Management & Leadership ▪ Ch. 9 – Adapting Org’s to Today’s Markets ▪ Ch. 13 – Understanding Employee/Mngmt Issues <p>Guest Lecturer</p> <ul style="list-style-type: none"> ▪ Linda Schweitzer, MAS Teaching Area ▪ Sprott Student Management Association (SSMA) <p>Marketplace Simulation</p> <ul style="list-style-type: none"> ▪ Work on Final Presentations 	JC	<p>Ass. #10 – Marketplace Final In-Class Presentation (due April 1 in class)</p> <p>Ass. #11 – Marketplace Final Executive Briefing (due April 8 at start of class)</p> <p>LearnSmart – Appendix A (Due by 11:55pm March 24)</p>	March 20 & 23	<p>Marketplace</p> <ul style="list-style-type: none"> ▪ Practice for Final Presentations
11	March 25	<p>Reading Before Class</p> <ul style="list-style-type: none"> ▪ Appendix A – Using Technology <p>Guest Lecturers</p> <ul style="list-style-type: none"> ▪ IS Group ▪ Sprott Information Systems Students’ Society (SISSA) <p>Marketplace Simulation</p> <ul style="list-style-type: none"> ▪ Review before in-tutorial presentations 	JC	NONE	March 27 & 30	<p>Marketplace</p> <ul style="list-style-type: none"> ▪ In-tutorial presentations with Instructors for grades
12	April 1	Marketplace – In Class Final Presentations	JC / HN / JT	Ass. #12 – Marketplace Peer Evaluation #2 (Due by 11:55pm on April 8)	No tutorials	No tutorials this week
13	April 8	Marketplace Wrap Up & Exam Review	JC	NONE	No tutorials	No tutorials this week

Final Exam – Scheduled During April 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.