



Carleton University | Sprott School of Business
Introduction to Business | BUSI 1800 Section A
Summer 2021

Instructor: Julie Caldwell
Office: Not available for Summer 2021
Office Hours: To be determined
Email: julie.caldwell@carleton.ca
Phone Number: Not available for Summer 2021 (email to set up time to speak)

Course Time Slot: Wednesdays from 6:05pm to 9:00pm EST
Tutorial Time Slot: Tuesdays from 12:35pm to 1:30pm EST

Teaching Assistant (TA): Not available for this course
TA Office Hours: Not available for this course
TA Email: Not available for this course

Modality: This course will be offered both synchronously (live online during course time) and asynchronously (pre-recorded sessions) with components of synchronous class time being held between the scheduled course slot of Wednesdays from 6:05pm to 9:00pm EST. Synchronous sessions will typically run for no more than 60-90 minutes per class and where possible, we will run those live segments between 6:00pm and 7:30pm EST depending on the course activity schedule for each class. Times will be confirmed during the first class and/or you will receive and updated course activity schedule by the start of the term. There will be an expectation that students will engage in another 60-90 minutes of asynchronous learning at their convenience, typically in advance of each class, in addition to the requirement for any assignments to be completed outside of class time. Recorded sessions will be posted in cuLearn.

Pre-requisites: Restricted to B.Com. students with first-year or second-year standing.

Course Calendar description from the 2020/2021 University calendar:

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. Lectures (typically) three hours per week and tutorial

This introduction to business is built around three main objectives:

- Gaining general knowledge on businesses and sustainable business management;
- Developing the ability to apply this knowledge to practical situations; and
- Developing human skills and communication skills.

Learning Outcomes:

See **Appendix B** for the complete outline of learning outcomes required for the Bachelor of Commerce program. For the purposes of BUSI 1800 A in Summer 2021, we will cover the following objectives:

- BC1 Communication Capabilities 1.2 to 1.4
- BC2 Critical and Reflective Thinking 2.1 to 2.5
- BC3 Knowledge Integration 3.1 to 3.2
- BC4 International Perspective 4.1 to 4.2
- BC5 Ethical Reasoning 5.1 to 5.3

Required Textbook:

The required textbook for this course will be:

Boone, Contemporary Business 3rd Canadian Edition with WileyPLUS

Course URL: <https://learn.wileyplus.com/courses/76327>

WileyPLUS price is \$89.00 CAD and it includes the full e-Text (online and offline for the term) and all the study tools. Students can opt to pay a little extra to have the permanent downloadable e-Text or a Loose-leaf print mailed to them during the registration process. If you opt for a hard copy of the textbook, you will still have access to the online version while you wait. Wiley also offers access to WileyPLUS until you pass the course so if you drop or have to retake the course, you can come back into WileyPLUS free of charge.

**A note about shipping if you choose to purchase the hard copy or loose-leaf version of the textbook:

- Within Canada - delivery usually takes between 5-10 business days, possibly longer in rural areas.
- Outside of Canada – it may not be possible to have a hard copy delivered. Please check with WileyPlus at the time of purchase to verify.

To purchase the text:

1. Visit www.wileyplus.com/login (or <https://learn.wileyplus.com/courses/76327>).
2. Click 'Create Account' to create account. (Note: If you already have a WileyPlus account, log in and click "add more courses").
3. Fill in your account details and set your password.
4. Enter your course section ID = **A28644**
5. Begin by clicking on the course selection link to access the course.

Please note: While the textbook may be available prior to May 1st, specific content tied to the course will NOT be available until **AFTER May 5th** at the earliest. You can purchase it in advance, but you will not be able to view assignments and other related activities until this date. The WileyPlus Student Ambassador will be joining us for part of the first class to review how to use the on-line text.

Course Simulation:

In addition to the required textbook for the course, students will be required to purchase access to a simulation from Praxar Serious Games called **Praxar Golf Management** (\$31.96 CAD). The online simulation will take place during weeks 3 to 9 and details on how to purchase access for the simulation will be provided during the first two weeks of the course.

Required Technology:

This course will be offered virtually and as such, students will be required to have access to the following, in order to successfully engage in and complete the course:

- Access to a computer or a laptop with current versions of MS Word, MS Excel and MS PPT;
- Access to Internet in order to join the course and tutorials via Zoom;
- Access to a web cam (or one built into your computer/laptop); and
- Ability to record a video of yourself independently and/or for a group presentation.

NOTE: If you do not have access to one or more of the above items, please contact the instructor directly at julie.caldwell@carleton.ca and she will work with you to ensure you have the minimum access to ensure successful completion of the course.

Modes of Engagement:

This course will use a number of methods for engagement with students to impart teaching material and/or to encourage class participation, including, but not limited to:

- Pre-recorded course material;
- YouTube videos;
- Virtual (live) teaching including the use of on-line breakout sessions for small group discussions;
- Group presentation(s); and
- Written assignments (individual and group).

Tutorials:

Students are required to participate in a one-hour tutorial affiliated with the course. This tutorial will be facilitated by your instructor and we will cover supplemental course information, addressing questions and concerns about course content from students, and grading of assignments. Given the unique nature of the on-line delivery for the course, we MAY allocate time during each tutorial (or class) for all group work to be conducted so that students are not required to find additional dates/times for meeting in the virtual environment across multiple time zones. **Tutorials DO NOT START until Tuesday, May 18th. See Appendix A for the detailed course schedule.**

Access to Course Materials:

All course materials, recordings and assignments will be located on the course website in Brightspace unless otherwise noted.

Course Evaluation:

Course work will be evaluated based on individual and teamwork. Students will be placed in teams for the duration of the course and will be required to work with those team members for all group related activities. Assignments will explain in detail what components of work will be required to be completed individually or as a team. **There is no mid-term or final exam for this course.**

Activity	Assessment Value	Group	Individual	Timeline
Team Charter	10%	x	x	May
Simulation	30%	x	x	May to July
Course Textbook Assessments	10%		x	May to July
Final Project	45%	x	x	June to August
Course Engagement	5%		x	On-going throughout course
Total Assessment	100%			

More information for all assessments will be discussed at the start of the term, including specific details and expectations.

Detailed Course Schedule:

See **Appendix A** for detailed course schedule.

Additional Information:

For additional information on the following topics, please visit **Appendix C** of the course outline.

- Course Sharing Website
- Required Calculator in BUSI Course Examinations
- Group Work
- Letter Grades and Percentage Equivalents
- Academic Regulations
- Requests for Academic Accommodation (Pregnancy, Religion, Academic Accommodations for Students with Disabilities, Course-Specific Academic Accommodations)
- Survivors of Sexual Violence
- Accommodation for Student Activities
- Academic Integrity
- Sprott Student Services
- Centre for Student Academic Support
- Other Important Information

Appendix A – Detailed Course Schedule

NOTE: ALL times referenced for deadlines of submissions are for EASTERN STANDARD TIME so please be aware of this if you live in a different time zone.

Week	Date	Chapter / Topics / Guests	Mode	Due Date
1	Weds. May 12	<p>Before Class: Watch video(s) for Week 1 posted on cuLearn =====</p> <p>Readings: Review Chapters 5 and 9 of textbook =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ Howard Nemiroff, Associate Dean, UG ▪ Wiley Textbook Student Ambassador ▪ Sprott Club Speaker (SBSS) – TBC <p>=====</p> <p>Assignment #1 Assigned:</p> <ul style="list-style-type: none"> ▪ Creating a Virtual Team Charter 	<p>Pre-recorded =====</p> <p>On your own =====</p> <p>Live Class Time (6pm to 8pm EST) =====</p>	<p>Before first class on May 12th =====</p> <p>Before first class on May 12th =====</p> <p>NA =====</p> <p>Tues. May 25th via Bright Space, 11:59pm EST</p>
Tutorial #1	Tues. May 18	<p>Live Tutorial & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	12:35pm to 1:30pm EST	NA
2	May 19	<p>Before Class: Watch video(s) for Week 2 posted on cuLearn =====</p> <p>Readings & Quiz: Review Chapters 1 and 2 of textbook and complete Quizzes for Chapters 1, 2, 5 and 9. =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC <p>=====</p> <p>Assignment #2 Assigned:</p> <ul style="list-style-type: none"> ▪ Praxar Golf Simulation 	<p>Pre-recorded =====</p> <p>On your own =====</p> <p>Live Class Time (6pm to 8pm EST) =====</p> <p>NA</p>	<p>Before May 19th class =====</p> <p>11:59pm on Tues. May 25 =====</p> <p>NA =====</p> <p>Various deadlines – see assignment</p>
Tutorial #2	Tues. May 25	<p>Live Tutorial & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ Susan Woodfine, Praxar Simulation 	12:35pm to 1:30pm EST	NA
3	May 26	<p>Before Class: Watch video(s) for Week 3 posted on cuLearn =====</p> <p>Readings & Quiz: Review Chapters 7 and 8 of textbook and complete Quizzes for Chapters 7 and 8. =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	<p>Pre-recorded =====</p> <p>On your own =====</p> <p>Live Class Time (6pm to 8pm EST) =====</p>	<p>Before May 26th =====</p> <p>11:59pm on Tues. June 1st =====</p> <p>NA</p>
Tutorial #3	Tues. June 1	<p>Live Tutorial & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ Matt Gertler, CU Library 	12:35pm to 1:30pm EST	NA

4	June 2	<p>Before Class: Watch video(s) for Week 4 posted on cuLearn =====</p> <p>Readings: Review Chapters 11, 12 and 13 of textbook and complete Quizzes for Chapters 11, 12 and 13. =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	<p>Pre-recorded</p> <p>=====</p> <p>On your own</p> <p>=====</p> <p>Live Class Time (6pm to 8pm EST)</p>	<p>Before June 2nd</p> <p>=====</p> <p>11:59pm on Tues. June 8th</p> <p>=====</p> <p>NA</p>
Tutorial #4	Tues. June 8	<p>Live Tutorial & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ Sprott UG Advisors to Review Fall Course Schedule (TBC) 	12:35pm to 1:30pm EST	NA
5	June 9	<p>Before Class: Watch video(s) for Week 5 posted on cuLearn =====</p> <p>Readings: Review Chapter 15 of textbook and complete Quiz for Chapters 15. =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC <p>=====</p> <p>Assignment #3 Assigned:</p> <ul style="list-style-type: none"> ▪ Final Project 	<p>Pre-recorded</p> <p>=====</p> <p>On your own</p> <p>=====</p> <p>Live Class Time (6pm to 8pm EST)</p> <p>=====</p> <p>NA</p>	<p>Before June 9th class</p> <p>=====</p> <p>11:59pm on Tues. June 15th</p> <p>=====</p> <p>NA</p> <p>=====</p> <p>Various deadlines – see assignment</p>
Tutorial #5	Tues. June 15	<p>Live Tutorial & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	12:35pm to 1:30pm EST	NA
6	June 16	<p>Before Class: Watch video(s) for Week 6 posted on cuLearn =====</p> <p>Readings: Review Chapters 16 and 17 of textbook and complete Quizzes for Chapters 16 and 17. =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	<p>Pre-recorded</p> <p>=====</p> <p>On your own</p> <p>=====</p> <p>Live Class Time (6pm to 8pm EST)</p>	<p>Before June 16th</p> <p>=====</p> <p>11:59pm on Tues. June 22nd</p> <p>=====</p> <p>NA</p>
June 19-July 4 Summer Break – No Classes				
NA	Tues. July 6	<ul style="list-style-type: none"> ▪ NO TUTORIAL THIS WEEK 	NA	NA
7	July 7	<p>Before Class: Watch video(s) for Week 7 posted on cuLearn =====</p> <p>Readings: Review Chapter 4 of textbook and complete Quiz for Chapter 4. =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	<p>Pre-recorded</p> <p>=====</p> <p>On your own</p> <p>=====</p> <p>Live Class Time (6pm to 8pm EST)</p>	<p>Before July 7th</p> <p>=====</p> <p>11:59pm on Tues. July 14th</p> <p>=====</p> <p>NA</p>
Tutorial #6	Tues. July 13	<p>Live Tutorial & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	12:35pm to 1:30pm EST	NA

8	July 14	<p>Before Class: Watch video(s) for Week 8 posted on cuLearn =====</p> <p>Readings: Review Chapter 10 of textbook and complete Quiz for Chapter 10. =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	<p>Pre-recorded =====</p> <p>On your own =====</p> <p>Live Class Time (6pm to 8pm EST)</p>	<p>Before July 14th =====</p> <p>11:59pm on Tues. July 20th =====</p> <p>NA</p>
Tutorial #7	Tues. July 20	<p>Live Tutorial & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	12:35pm to 1:30pm EST	NA
9	July 21	<p>Before Class: Watch video(s) for Week 9 posted on cuLearn =====</p> <p>Readings: Review Chapter 6 of textbook and complete Quiz for Chapter 6. =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	<p>Pre-recorded =====</p> <p>On your own =====</p> <p>Live Class Time (6pm to 8pm EST)</p>	<p>Before July 21th class =====</p> <p>11:59pm on Tues. July 27th =====</p> <p>NA</p>
Tutorial #8	Tues. July 27	<p>Live Tutorial & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	12:35pm to 1:30pm EST	NA
10	July 28	<p>Before Class: Watch video(s) for Week 10 posted on cuLearn =====</p> <p>Readings: Review Chapter 14 of textbook and complete Quiz for Chapter 14. =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC <p>=====</p> <p>Assignment #4 Assigned:</p> <ul style="list-style-type: none"> ▪ Course Reflection 	<p>Pre-recorded =====</p> <p>On your own =====</p> <p>Live Class Time (6pm to 8pm EST) =====</p> <p>NA</p>	<p>Before July 28th class =====</p> <p>11:59pm on Tues. Aug. 3rd =====</p> <p>NA</p> <p>=====</p> <p>Various deadlines – see assignment</p>
Tutorial #9	Tues. August 3	<p>Live Tutorial & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	12:35pm to 1:30pm EST	NA
11	August 4	<p>Before Class: Watch video(s) for Week 11 posted on cuLearn =====</p> <p>Readings: Review Chapter 18 of textbook and complete Quiz for Chapter 18. =====</p> <p>Live Class & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	<p>Pre-recorded =====</p> <p>On your own =====</p> <p>Live Class Time (6pm to 8pm EST)</p>	<p>Before August 4th =====</p> <p>11:59pm on Tues. August 10th =====</p>
Tutorial #10	Tues. August 10	<p>Live Tutorial & Guest Speaker(s):</p> <ul style="list-style-type: none"> ▪ TBC 	12:35pm to 1:30pm EST	NA

12	August 11	<p>Before Class: Watch video(s) for Week 12 posted on cuLearn =====</p> <p>Readings: NA =====</p> <p>Live Class</p> <ul style="list-style-type: none"> ▪ Final Project Presentations IN CLASS, LIVE 	<p>Pre-recorded =====</p> <p>On your own =====</p> <p>Live Class Time (6pm to 9pm EST **full class)</p>	<p>Before August 11th class =====</p>
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	technology solutions in addressing business problems.				
BC4 International Perspective Graduates will develop an appreciation of the role and function of business in a complex world.	4.1 Identify the key issues and challenges of doing business in international settings. 4.2 Know when to adapt business decisions to different international settings.		X X		
BC5 Ethical Reasoning Graduates will be capable of recognizing and resolving ethical issues that arise in business settings.	5.1 Recognize the value of incorporating ethics into work-life decisions. 5.2 Demonstrate the ability to recognize ethical issues associated with work and organizational decisions and actions, and to apply ethical principles to deal effectively with them. 5.3 Demonstrate an understanding of the impacts of organizational culture, structure, and systems on ethical behaviour, and the ability to manage features of these organizational characteristics in order to promote ethical behaviour throughout the organization.				X X X

Appendix C – Additional Information

Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

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 10bII

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.

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			

Grades entered by Registrar:

- WDN = Withdrawn from the course
- DEF = Deferred

Academic Regulations

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://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

- **Pregnancy obligation:** Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf
- **Religious obligation:** Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known

to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

- **Academic Accommodations for Students with Disabilities:** If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC 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 your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc
- **Survivors of Sexual Violence:** As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support
- **Accommodation for Student Activities:** Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

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; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, 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: <https://carleton.ca/registrar/academic-integrity/>.

Sprott Student Services

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

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.
- 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 CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://carleton.ca/its/get-started/new-students-2/>