



**Carleton University | Sprott School of Business**  
**Introduction to Business | BUSI 1800 Section A/B**  
**Fall 2022**

<b>Instructor:</b>	Julie Caldwell
<b>Office:</b>	To be determined
<b>Office Hours:</b>	By email and as needed
<b>Email:</b>	julie.caldwell@carleton.ca
<b>Phone Number:</b>	Please correspond by email at <a href="mailto:busi1800@gmail.com">busi1800@gmail.com</a>
<b>Course Time Slot:</b>	Section A – Tuesdays from 9:35am to 11:25am EST, Room 2000 Minto Centre Section B – Tuesdays from 11:35am to 1:25pm EST, Room 2000 Minto Centre
<b>Teaching Assistants (TA):</b>	To be determined
<b>TA Office Hours:</b>	To be determined
<b>Modality:</b>	This course will be offered live, in person on campus however there may be sessions that are recorded and made available for reference.
<b>Pre-requisites:</b>	Restricted to B.Com. students with first-year or second year standing.

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**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) two hours per week as well as a one-hour 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 3<sup>rd</sup> Canadian Edition with WileyPLUS***  
<https://learn.wileyplus.com/courses/121827>

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. Both purchasing options are available to you through the Carleton bookstore online and in-store. 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](http://www.wileyplus.com/login)
2. You have been pre-registered for your course. Please login with your Carleton school email address (i.e. XXXX@cmail.carleton.ca). If you do not know your password, please click *Forgot my Password*.
3. Once you login, you will see your BUSI1800 WileyPLUS course. Click on the link to access the material
4. If you have any questions, please go to the [WileyPLUS Support site](#) where there is a Live Chat option at the bottom right.

A WileyPLUS representative will be joining the first class to review the registration process and walk through how to use WileyPLUS.

### 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** (\$39.95 + PST CAD). The online simulation will take place during weeks 2 to 12 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 live, in-person however, it is recommended that students 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 various course activities online as needed 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](mailto: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:

- Live teaching including the use of in-person breakout sessions for small group discussions.
- Group presentation(s).
- Written assignments (individual and group).
- Pre-recorded course material.

### Tutorials:

Students are required to participate in a one-hour tutorial affiliated with the course. This tutorial will be facilitated by an assigned Teaching Assistant (TA) and will cover supplemental course information, addressing questions and concerns about course content from students, and grading of assignments, as well as offer opportunity to work together in your assigned groups where time allows. **Tutorials will start on Tuesday, September 13<sup>th</sup>. 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 groups 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	20%	x		September
Simulation & Final Project	60%	x	x	September to December
Course Textbook Assessments	10%		x	September to December
Course & Tutorial Engagement	10%		x	On-going throughout course
<b>Total Assessment</b>	<b>100%</b>			

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.**

Week	Date	Chapter / Topics / Guests
1	Tues. Sept. 13	<p><b>Before Class - Readings:</b> Review Chapters 5 and 9 of textbook =====</p> <p><b>Live Class &amp; Guest Speaker(s):</b></p> <ul style="list-style-type: none"> <li>▪ Wiley Textbook Representative &amp; Student Ambassador</li> <li>▪ Sprott Club Speaker (SBSS) – TBC</li> </ul> <p>=====</p> <p><b>Assignment #1 Assigned:</b></p> <ul style="list-style-type: none"> <li>▪ Creating a Team Charter</li> </ul>
Tutorial #1	Between Sept. 13 – 19	<b>In-Person Tutorial</b>
2	Tues. Sept. 20	<p><b>Before Class - Readings &amp; Quiz:</b> Review Chapters 1 and 2 of textbook and complete Quizzes for Chapters 1, 2, 5 and 9. =====</p> <p><b>Live Class &amp; Guest Speaker(s):</b></p> <ul style="list-style-type: none"> <li>▪ Matt Gertler, CU Library (TBC)</li> </ul> <p>=====</p> <p><b>Assignment #2 Assigned:</b></p> <ul style="list-style-type: none"> <li>▪ Praxar Golf Simulation</li> </ul>
Tutorial #2	Between Sept. 20-26	<b>In-Person Tutorial</b>
3	Tues. Sept. 27	<p><b>Before Class - Readings &amp; Quiz:</b> Review Chapters 7 and 8 of textbook and complete Quizzes for Chapters 7 and 8. =====</p> <p><b>Live Class &amp; Guest Speaker(s):</b></p> <ul style="list-style-type: none"> <li>▪ Danica Mott, Praxar Simulation</li> </ul>
Tutorial #3	Between Sept. 27- Oct. 3	<b>In-Person Tutorial</b>
4	Tues. Oct. 4	<p><b>Before Class - Readings:</b> Review Chapters 11, 12 and 13 of textbook and complete Quizzes for Chapters 11, 12 and 13 =====</p> <p><b>PRE-RECORDED CLASS – See Brightspace for Recording</b></p>
Tutorial #4	Between Oct. 4-10	<b>In-Person Tutorial</b>

5	Tues. Oct. 11	<b>Before Class - Readings:</b> Review Chapter 15 of textbook and complete Quiz for Chapters 15. ===== <b>Live Class &amp; Guest Speaker(s):</b> ▪ Sprott UG Advisors
Tutorial #5	Between Oct. 11-17	<b>In-Person Tutorial</b>
6	Tues. Oct. 18	<b>Before Class - Readings:</b> Review Chapters 16 and 17 of textbook and complete Quizzes for Chapters 16 and 17. ===== <b>Live Class &amp; Guest Speaker(s):</b> ▪ TBC
Tutorial #6	Between Oct. 18-23	<b>In-Person Tutorial</b>
<b>October 24 to 28 – Fall Break – NO CLASSES or TUTORIALS THIS WEEK</b>		
7	Tues. Nov. 1	<b>Before Class -Readings:</b> Review Chapter 4 of textbook and complete Quiz for Chapter 4. ===== <b>Live Class &amp; Guest Speaker(s):</b> ▪ TBC
Tutorial #7	Between Nov. 1-7	<b>In-Person Tutorial</b>
8	Tues. Nov. 8	<b>Before Class - Readings:</b> Review Chapter 10 of textbook and complete Quiz for Chapter 10. ===== <b>Live Class &amp; Guest Speaker(s):</b> ▪ TBC
Tutorial #8	Between Nov. 8-14	<b>In-Person Tutorial</b>
9	Tues. Nov. 15	<b>Before Class- Readings:</b> Review Chapter 6 of textbook and complete Quiz for Chapter 6. ===== <b>Live Class &amp; Guest Speaker(s):</b> ▪ TBC
Tutorial #9	Between Nov. 15-21	<b>In-Person Tutorial</b>
10	Tues. Nov. 22	<b>Before Class - Readings:</b> Review Chapter 14 of textbook and complete Quiz for Chapter 14. ===== <b>Live Class &amp; Guest Speaker(s):</b> ▪ TBC
Tutorial #10	Between Nov. 22-28	<b>In-Person Tutorial</b>
11	Tues. Nov. 29	<b>Before Class - Readings:</b> Review Chapter 18 of textbook and complete Quiz for Chapter 18. ===== <b>Live Class &amp; Guest Speaker(s):</b> ▪ TBC

Tutorial #11	Between Nov. 29-Dec.5	<b>In-Person Tutorial</b>
12	December 6	<b>Before Class - Readings:</b> NA ===== <b>Live Class</b> ▪ Final Project Presentations IN CLASS, LIVE
Tutorial #12	Between Dec. 6-12	<b>In-Person Tutorial</b>

## Appendix B – Learning Outcomes for the Bachelor of Commerce Program

Goal	Learning Objectives	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught but Not Assessed	Competencies Taught and Assessed
<b>BC1 Communication Capabilities</b> Graduates are able to prepare and present well organized and effective reports on business issues using appropriate supportive technologies.	<b>1.1</b> Write well-organized and effective reports on business issues.				X
	<b>1.2</b> Prepare and present oral reports on business issues in a well-organized and effective manner.				X
	<b>1.3</b> Demonstrate professionalism when interacting with peers, faculty, and business professionals in formal and informal business settings.			X	
	<b>1.4</b> Demonstrate proficient and effective use of modern information and communication technologies for communicating and collaborating in organizational settings.				X
<b>BC2 Critical and Reflective Thinking</b> Graduates will demonstrate the ability to identify a business problem, isolate its key components, analyze and assess the salient issues, set appropriate criteria for decision making, and draw appropriate conclusions and implications for proposed solutions.	<b>2.1</b> Identify the essential question, issue and/or problem.				X
	<b>2.2</b> Gather relevant data to effectively address the question, issue, and/or problem.				X
	<b>2.3</b> Recognize and evaluate assumptions, diverse points of view and ideas relevant to the question, issue, and/or problem.				X
	<b>2.4</b> Develop informed alternative solutions and evaluate them using appropriate analytical techniques.				X

	2.5 Articulate implications and consequences that emerge from conclusions/solutions.				
<b>BC3 Knowledge Integration</b> Graduates will demonstrate the capabilities required to apply cross-functional business knowledge and technologies in solving real-world business problems.	3.1 Apply theoretical concepts to develop innovative, practical business solutions. 3.2 Develop an understanding of the cross-functional and interdependent nature of strategic business decisions. 3.3 Develop awareness and understanding of integrated enterprise information technology solutions in addressing business problems.		X		X  X
<b>BC4 International Perspective</b> 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		
<b>BC5 Ethical Reasoning</b> 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

### 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.

### Grading

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 Accommodation

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](http://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](https://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](mailto: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](https://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](https://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](https://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.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the 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. **For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.**

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 Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at [bcom@sprott.carleton.ca](mailto:bcom@sprott.carleton.ca) or at [bib@sprott.carleton.ca](mailto:bib@sprott.carleton.ca).

### **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](http://carleton.ca/csas).

### **Important Information:**

- Students must always retain a 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/>
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### **Covid-19 Information:**

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

**Feeling sick?** Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton's [symptom reporting protocols](#).

**Masks:** Carleton has paused the [COVID-19 Mask Policy](#), but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.

**Vaccines:** Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible, and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's](#)

[COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca).

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