



Carleton University
Spratt School of Business
Introduction to Business | BUSI 1800 Section C
Winter 2023

Instructor: Khalid Al-Ani
Office Hours: Email/Zoom or Team Calls as needed
Email: khalidalani@cmail@carleton.ca
Phone Number: N/A

Teaching Assistants: TBD

Teaching Assistant Office Hours: TBD, with tutorials not beginning until the third week of classes.

Course Time Slot: Mondays from 1:35 p.m. to 3:25 p.m EST

Modality: In person, Azrielli Theater Room 301 (AT 301)

Pre-requisites: Open to all programs with priority given to BCom students

Course Calendar description from the 2022/2023 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) 1 hour, 50 minutes per week, with a weekly, hour-long tutorial.

This introduction to business is built around three main objectives:

- Gaining general knowledge on businesses and sustainable business management
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- 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, as well as [Contribution to the Learning Goals](#).

Required Textbook:

Boone, Contemporary Business 3rd Canadian Edition with WileyPLUS

WileyPLUS price is \$89.00 CAD, and it includes the full e-Text (online and offline for the term) and all the studytools. For an extra ten dollars, you can get permanent access to the ebook. For 50 dollars more, you can get a looseleaf version of the book, but I would advise against this, since quizzes will have started before the book ships to you. The Carleton bookstore may have one for 148.5. It's also unclear if future versions of the course will use this textbook, making the resale value of the physical copy dubious.

To purchase the text:

1. Head to Wileyplus.com/go/login
2. Create an account with your student email. If you already have a WileyPlus account, log in and click "add more courses."
3. Find the course (BUSI 1800 C).
4. Purchase then register using code B67564.
5. Access the course material.

Praxar Simulation

In the final quarter of the course, students will take part in a simulation by Praxar (Praxar Golf Management). This simulation is intended to give students a taste of how roles are interconnected within organizations and how decisions made in one area can affect not only overall profits but the outcomes of their own teams. Registration will take place in the 3rd week of classes, with the actual simulation being run in weeks 9 to 12. The price is 39.95 + HST, and instructions on how to register for this course's set of simulations will be given once teams are formed in week 3.

Required Technology:

-Access to the internet on a phone or laptop for in-class quizzes

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, which may include the following

- Pre-recorded course material
- YouTube videos
- Podcasts
- Written assignments (group)

Tutorials

For the purposes of this course, tutorials

- a) allow for the formation of groups (semi-random assignment) and
- b) serve as a booked room where you can get group or individual work done.

The teaching assistants will have taken the course before and/or previously been TAs for it and have done very well, so you can also ask them for tips on how to write and present your ideas.

Assessment Breakdown

Deliverable	Value	Group	Individual	Timeline
Weekly Online Assessments, through WileyPlus	20%		X	Due 7 pm the Wednesday after class from weeks 2 to 8, any 10 @ 2% each.
Team Charter	10%	X		Due Monday February 6th at 12 pm
Tutorial Attendance (any 5, 1 % each) (and completion of two rounds of Praxar Practice Zone (5%))	10%		X	Tutorial attendance throughout and completion of both practice rounds by Friday March 3 rd at 11:59 pm.
Praxar Simulation	25%	X		5 % per yearly decision. Due 11:59 pm the Friday after week 9, 10, and 11 classes.
In-class Quizzes	15%		X	At the end of every class from weeks 2 to 8, first 5 @ 3 % each.
Teamwork Reflection Assignment	20%	X		Due Apr 7 th at 11:59 pm
Bonus Marks	Up to 5 % from remaining two in-class quizzes		X	
Total Assessment	100%			

All course materials, recordings and assignments will be linked from the course page in BrightSpace unless otherwise noted (eg. on WileyPlus).

Course Evaluation

Course work will be evaluated based on individual and group work. Students will be placed in teams for their group assignments 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.

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

Note that, in lieu of peer evaluations, evaluations after the team charter, Praxar simulation, and final report should be emailed to me as needed. Specifically, if all members of a group can make a compelling argument that a group member did little to no work, I reserve the right to dock their marks by a specified percentage that will be determined at a later date.

If I'm not contacted, I will assume that there are no issues worth noting

Contribution to Learning Goals of the Program ([BCom](#), [BIB](#))

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
CHECK (X) ONE PER ROW				
BC1 Knowledge <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				X
BC2 Collaboration <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>				X
BC3 Critical Thinking <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.</i>			X	

BC4 Communication <i>Graduates will be effective and persuasive in their communications.</i>				X
B15 Global Awareness (BIB ONLY) <i>Graduates will be globally-minded.</i>		X		

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:

Tutorials start during week three (**week of January 23rd**).

Week	Date (Tues)	Chapter / Topics / Guests
1	Jan 9	Course introduction
2	Jan 16	Chapters 1 and 2 of textbook. A Note on Referencing

3	Jan 23	Chapters 9 and 10 of textbook.
4	Jan 30	Chapters 3 and 4 of textbook. Guest speaker TBD.
5	Feb 6	Chapters 5 and 6 of textbook. Guest speaker TBD.
6	Feb 13	Chapters 7 and 8 of textbook Guest speaker TBD.

	Feb 20-24	Winter Break
7	Feb 27	Chapters 11 and 12. Guest speaker TBD.
8	Mar 6	Chapters 13 and 14. Guest speaker TBD.

9	Mar 13	<p>Simulation Teamwork: Start or continue simulation years 1 and 2.</p> <p>Guest speaker TBD</p>
10	Mar 20	<p>Simulation Teamwork: Start or continue simulation years 3 and 4.</p> <p>Guest speaker TBD</p>
11	Mar 27	<p>Simulation Teamwork: Start or continue simulation year 5.</p> <p>Guest speaker TBD</p>
12	Apr 3	<p>Final Report session.</p>

Appendix B – Learning Outcomes for the Bachelor of Commerce Program

Goal	Learning Objectives
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<p>BC1 Knowledge Integration Graduates will demonstrate the capabilities required to apply cross-functional business knowledge and technologies in solving real-world business problems.</p>	<p>1.1 Apply theoretical concepts to develop innovative, practical business solutions. 1.2 Develop an understanding of the cross-functional and interdependent nature of strategic business decisions. 1.3 Develop awareness and understanding of integrated enterprise information technology solutions in addressing business problems.</p>
<p>BC2 Collaboration Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</p>	<p>2.1 Develop leadership skills, empathy and initiative, to foster teamwork and accomplish common goals 2.2 Include and encourage all team members to contribute and leverage their own unique skills and abilities</p>
<p>BC3 Critical and Reflective Thinking 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.</p>	<p>3.1 Identify the essential question, issue and/or problem. 3.2 Gather relevant data to effectively address the question, issue, and/or problem. 3.3 Recognize and evaluate assumptions, diverse points of view and ideas relevant to the question, issue, and/or problem. 3.4 Develop informed alternative solutions and evaluate them using appropriate analytical techniques. 3.5 Articulate implications and consequences that emerge from conclusions/solutions.</p>
<p>BC4 Communication Capabilities Graduates are able to prepare and present well organized and effective reports on business issues using appropriate supportive technologies.</p>	<p>4.1 Write well-organized and effective reports on business issues. 4.2 Prepare and present oral reports on business issues in a well-organized and effective manner. 4.3 Demonstrate professionalism when interacting with peers, faculty, and business professionals in formal and informal business settings. 4.4 Demonstrate proficient and effective use of modern information and communication technologies for communicating and collaborating in organizational settings.</p>
<p>BC5 International Perspective Graduates will develop an appreciation of the role and function of business in a complex world.</p>	<p>5.1 Identify the key issues and challenges of doing business in international settings. 5.2 Know when to adapt business decisions to different international settings.</p>
<p>BC6 Ethical Reasoning Graduates will be capable of recognizing and resolving ethical issues that arise in business settings.</p>	<p>6.1 Recognize the value of incorporating ethics into work-life decisions. 6.2 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. 6.3 Demonstrate an understanding of the impacts of organizational culture, structure, and systems on ethical behavior, and the ability to manage features of these organizational characteristics in order to promote ethical behavior throughout the organization.</p>

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. *However, for the purposes of this course, MS Excel and/or a phone calculator should be adequate.*

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.**

Letter Grades and Percentage Equivalents

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

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

Course-Specific Academic Accommodations

Whether you have a need for a document accommodation or not, please do not hesitate to reach out to the instructor or your TA if you are having any difficulties accessing/reviewing course materials, engaging using the required on-line platform, or other such types of needs. We would be happy to discuss how we can support your success in the course.

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.

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 or at 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.

Other Important Information:

- Students must always retain a copy of all work that is submitted (if applicable).
- 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/>

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.
