

Times/Dates: 4:00 – 6:45 p.m. Wed, Sept 13 – Dec 13
Classroom: ED 616
Course Site: <http://www.uregina.ca/urcourses/>
Zoom Class: <https://uregina-ca.zoom.us/j/93720515801?pwd=amRjZXlGbkVuM3dSUjA4Vk5LZEhjZz09>

Instructor: Lee Elliott
Office Location: ED 540.5
E-mail: Lee.Elliott@uregina.ca
Office Hours: By Appointment

COURSE SUMMARY

This course provides an orientation to business and management concepts, and introduces business functional areas – marketing, finance, accounting, operations, human resources, strategy, and organizational behavior – the focus of future business classes. Further, the course covers key processes / topics such as the Canadian business environment, ethics, environmental scanning, risk, and decision-making.

LEARNING OBJECTIVES

The course objectives are to:

1. Understand the environment in which business operates.
2. Introduce the language and culture of Canadian business.
3. Understand how business functions and business processes help businesses succeed.
4. Prepare students for future courses and introduce career options for graduates.
5. Develop and practice qualitative / quantitative analysis and interpretative skills.
6. Enhance team work skills and strengthen communication skills.
7. Introduce ethical framework and practice ethical reasoning skills.

The course will use lectures and guest speakers, cases, exercises, group discussions, projects and presentations, audio visual materials, online resources, and extra reading.

BEING SUCCESSFUL IN THIS COURSE

In contrast to high school, at university you have less contact time with “teachers”, your marks are often initially lower (but that can improve), and class work is done on your own time and initiative. Past students have offered suggestions for a “**Top 10**” success list:

1. **ATTEND:** Go to all classes.
2. **READ:** Buy a textbook / e-book and read assigned readings / course notes before every class.
3. **ASK:** Seek help and/or clarification if you don’t understand. Don’t wait until just before an exam or assignment.
4. **STUDY:** Book a fixed time weekly (e.g., Mondays from 2-4 p.m.) to prepare for class and assignments.

5. **RECORD:** Take your own notes in class, adding examples and class discussion points to *your* course notes, and review your notes after class.
6. **STAY POSITIVE:** A bad mark shouldn't discourage you. Ask how to do better.
7. **PARTICIPATE:** Get involved in class – ask questions, make comments, answer questions, and learn from the discussion in class.
8. **DO THE EXTRA:** Take advantage of the textbook resources, study resources, and other tools to help you get ahead in the class.
9. **STAY FOCUSED:** Turn off your mobile phone – your attention should be on class.
10. **HAVE FUN** or why are you doing this?

Your goal is *not* just passing this class. BUS 100 is a foundational class where you master a new vocabulary and perspective, and gain new skills. You will face competition for jobs (including over 1,500 Hill students) so you need to stand above others – in your marks, in your work and volunteer experience, and in your attitude and skills.

Again, the **magic number is 10**. You need to spend at least 7 hours but ideally 10 hours a week on this class, *outside* of doing assignments and studying for tests. Do the math...

Hours in class per week – 2 classes per week x 75 minutes =	3
One-two hours preparing for <i>each</i> hour of class (3 hours x 2) =	6
Review of class notes after each class (30 min. twice weekly) =	<u>1</u>
	10

Commit this time each and every week, OR you are already behind! Note: your assignments and exam study will be extra time

RESOURCES



Required Readings

1. **TEXT:** Hard Copy with online access card or E-book

Pride, W. M., Hughes, R. J., Kapoor, J. R., Althouse, N. R., & Allan, L. A. (2023). *BUSINESS*. Second Canadian Edition. Toronto: Nelson.

Available at the University of Regina Bookstore:
[University of Regina Campus Store Apparel, Merchandise, & Gifts \(bkstr.com\)](https://www.bkstr.com)

Or online <https://www.cengage.ca/c/isbn/9780176935689/>

2. **UR Courses:** Visit UR Courses class site regularly to ensure you have updated information and any extra resources. All class assignments are handed in through this site.
3. **Link to Optional study guide (MindTap)**

<https://student.cengage.com/course-link/MTPNRMB3PTM5>

ACADEMIC MISCONDUCT AND PLAGIARISM

While you are encouraged to interact with, and learn from, other students in this class, you are required to do your own work. **Plagiarism is a serious issue.** Students plagiarizing others' work will face misconduct penalties. Please avoid actions that constitute academic misconduct that could include sharing answers during exams, talking during exams, signing other classmates in for attendance purposes, etc. Be sure you understand Section 6A –Student Code of Conduct and Right to Appeal, contained in the 2018-19 Academic Calendar, <https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/assets/pdf/2018-2019/2018-19-UG-Calendar-Full.pdf> or ask your Instructor in advance if you have questions about plagiarism or misconduct.

Using someone else's words as your own (or plagiarism) includes omitting references, in-text citations, and quotation marks. If you are using someone's words or sharing their ideas, you must give them credit through proper citation, or it can be considered plagiarism. Students who plagiarize unintentionally most often do so by failing to include all necessary, in-text citations. In-text citations must be included for any and all information located through research. This includes anything that was not from your own previous knowledge or your own personal research and analysis. Even if the information is paraphrased, it must be cited along with a direct quotation, a fact, a number, a statistic, someone else's opinion, or was found through multiple sources. **You must cite ideas too, not just the words.**

NOTE: ANY level of plagiarism in the form of **ANY** missing in-text citations and/or references **MUST** be referred to the Associate Dean – Undergraduate Program's office for investigation of academic misconduct. Consequences may include a notation in a student's file, a 0% on the assignment, or more severe penalties. Don't affect your academic career, cite correctly.

GRADING

Summary

You ***must complete the required course work to be eligible to write the final exam, AND you must have a passing marking on the final exam to pass the course,*** regardless of other class marks. Students must complete at least a minimum amount of course work to be in good standing (including attending at least 21 of 26 classes) to complete the course and write the final exam.

Students that do not achieve a mark of at least 60% of the first assignments and the first mid-term exam will be automatically referred to the Student Success Centre, and encouraged to seek their assistance in improving the students' academic performance.

Participant Pool Research Credit:

The Participant Pool provides business students with the opportunity to participate in faculty research studies to earn up to 2% bonus marks on participating business classes. These marks will be added to your final grade as long as you have: 1) passed the final exam and 2) passed the class, before using the bonus marks.

For more information about the participant pool and to sign up for the studies, please visit the faculty website at <https://www.uregina.ca/business> and then find Pool of Research Participants under Quick Links, and then go to Sona Systems. If you do not have an account, register using your U

of R email as ID (no other email will work). For example, if your e-mail address is smith23k@uregina.ca, you should enter smith23k as your User ID (the same User ID you use for UR Courses). Use your U of R User ID whenever you contact the participant pool coordinator at business.participant.pool@uregina.ca.

Mark Distribution

Deliverables	Marks
1. Class Participation and Attendance	10%
2. Assignment #1 - Why am I here?	5%
3. Assignment #2 - Library	5%
4. Additional assignments	5%
5. Term Group Project	15%
6. Midterm #1	15%
7. Midterm #2	15%
8. Final Exam (must pass final to pass the class)	30%
TOTAL	100%

COURSE REQUIREMENTS

Pre-class preparation (preps)

Class preps are intended to help you come prepared for the topic being discussed in class. Note: All submissions are submitted through Turnitin (on UR Courses) and must include your name in the file name and on the first page of the assignment.

The deadline for each pre-class prep is before 11:00 pm on the night before (except library assignment is due after) the class when the content is discussed. Late assignments are not accepted for any reason and will be assigned a mark of 0%. The expectations are for a thorough, well thought-out work, presented in a professional tone. The following is the marking key:

Effort	Maximum mark is two (2)
Minimal or no effort	Awarded a mark of zero
Some effort / thought evident. Limited breadth and/or depth of analysis.	Awarded a mark of 0.50
Significant effort/breadth and depth of analysis	Awarded a mark of 1.00

Exams:

There are three exams, each with questions in a variety of formats, which may include multiple choice, short answer, longer essay, and mini-cases. The exact format will be discussed in class. Guest speakers are key to class and you will be tested on their content.

Midterm #1

The first exam will be held on course material covered before the 1st midterm. Please see the class schedule for the specific topics and chapters to be covered. This exam is an early warning indicator of how well you are doing in class so that issues can be addressed early.

Midterm #2

The second term exam will cover course content from the start of the semester, but with more emphasis on recent content since the first midterm.

Final Exam

The final exam is comprehensive covering course content from the entire semester.

If you cannot write the final exam for a medical or other legitimate reasons, your final exam may be deferred. However, your Instructor cannot defer the final exam; please see the Associate Dean – Undergraduate Programs for deferral permission.

Assignments:

Please **submit assignments via the appropriate Turnitin® link on UR Courses**. No hard copies of assignments will be handed in. Late assignments are not accepted and will be assigned a mark of 0%.

Assignment #1 - Why am I here?

This is an **a maximum of 500 words**, formal essay (using appropriate academic writing style) that will reflect on your reasons for joining this class, the challenges you anticipate, and how you will achieve success. You may write in first person (i.e. use “I”, “me”, “my”) for this essay, which is not permitted in other assignments. A detailed description of this assignment is posted in the link where you submit this assignment on UR Courses.

In marking the assignment, you will be evaluated on two things:

- The breadth and depth of effort you put into your thoughts, and
- The quality of written presentation (structure, clarity, free of errors, etc.)

Assignment #5 - Library Research:

An in-library session will be held to outline finding and using business information. Then in a follow-up in-library session with support of the library staff, the partners will use the assignment template to answer questions about the selected company's internal and external environment. Only one submission per partner group is required at the UR Courses link.

Case Briefs

From time to time, you will be asked to do a short assignments related to a business case that will be discussed in class. Details will be given in class.

Presentations

First Presentations will begin in December
Groups of 3 or 4 chosen by instructor
5-7 minutes
Everyone must speak
5-10 slides
Very short videos are permitted as well as ideas for audience interaction.

Possible topics for presentations

- Anything related to business.
- Must be approved in advance
- Any interesting company: Success, failure, family, start up
- Any chapter from the book that we have NOT taken
- Chapters 3,6,7,8,9,10,11,12,15,16. Especially 8 & 10
- Topics in Finance
- Stock market
- White collar Crimes
- NOT bitcoin or crowd funding
- Topics in Human Resources
- Hiring, firing, training, group dynamics
- Topics in Operations
- Sports as it relates to business
- Business case analysis
- Business Strategy
- Entrepreneurship
- Advertising

CLASS SCHEDULE

The schedule is subject to **change**. Please check UR Courses for updates.

Date	Topic	Reading(s)
Sept 13	Welcome, Course Overview, Chapter 1 World of Business	Ch. 1
Assignment #1 - Why am I here? Essay - Due before 11:00 p.m. on Tuesday, Sept 19		
Sept 20	Small Business, Entrepreneurship, and Franchises	Ch. 5
Assignment #2 - Case Brief - (Alison's Coffee) Due before 11:00 p.m. on Tuesday, Sept 26		
Sept 27	Choosing a Form of Business Ownership and Case	Ch. 6
October 4	Midterm Exam #1 - 75 minutes - class to follow	All material to this point
Oct 11	Fall Break - No Class	
Assignment #3 - Pandemics and the Impact on the Food Chain - Before 11pm on Tuesday, Oct 17		
Oct 18	Marketing	Ch. 13&14
Assignment #4 - Case Brief (EOX) Due before 11:00 p.m. on Tuesday, Oct 24		
Oct 25	Bruce Anderson Pocket EOX & Ethics	Ch. 2
Nov 1	Library Skills Kate Cushon - University Library	
Assignment #5 - Library Assignment Due Thursday, Nov 2 before 11PM		
Nov 8	Accounting - Guest Lecture - Professor Joorisity	Ch.17
Assignment #6 - Accounting Concepts - Due Thursday, Nov 9 before 11PM		
Nov 15	Human Resources	Ch. 9
Nov 22	Midterm Exam #2 - 75 minutes - class to follow	All material to this point
Nov 29	Presentations	
Assignment #7 - Student Code of Conduct- Due before 11:00 on Thursday, Nov 30		
Dec 6	Financial Management	Ch. 19 & 20
Dec 13	Final Exam	

SUPPORT SERVICES – RESEARCH, STUDYING & WRITING

Each business student is assigned a faculty academic program advisor, who is a great resource if you have any academic issues or questions. Other U of R services provided are:

- The **Student Success Centre**, located on the 2nd floor in the Riddell Centre. The Centre provides personalized guidance and support to students in achieving their university, professional development, and life goals.
- The **U of R Library** staff are always glad to help to students with research and assignments. Our business librarian, Kate Cushon is available to provide guidance on your E-Scan and term project. The library has a library guide (Kate's Libguide) designed for you on the UR Courses site or <http://uregina.libguides.com/cat.php?cid=21181>.
- **UR International** provides free academic and non-academic assistance (e.g., English language services, transition and adjustment to a new learning environment) to international students. The Global Learning Centre is located at CW115.

SPECIAL NEEDS

If you have a special accommodation need, please contact the Centre for Student Accessibility at (306) 585-4631, visit Room 251 (Riddell Centre) or e-mail: accessibility@uregina.ca. If you require an accommodation, please ensure the proper documents are provided by the Student Accessibility Office and discuss your needs with the instructor as early as possible.

HARASSMENT POLICY

The University of Regina promotes a learning, working and living environment that is respectful and free of harassment and discrimination. The University will neither tolerate nor condone any inappropriate or irresponsible conduct including any behavior, which creates an intimidating, hostile or offensive environment for study through the harassment of and /or discrimination towards an individual or group. The Respectful University Policy may be found at <https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html>. Some situations that do not constitute harassment include, but are not limited to:

- The correction, grading, assessment or appropriate criticism of any student's academic efforts, even if they are adverse or if the student does not agree.
- Insistence on academic excellence or a reasonable quality of job performance.
- The free academic study, discussion and debate of controversial topics in an academic environment, including topics that may be offensive to groups or individuals.
- Practices required or permitted by law or contract; practices and procedures that are reasonable and bona fide in the circumstances.
- The statement of any opinion by a person who has been legitimately asked to state their opinion.
- Lively discussion of issues in the course of legitimate academic inquiry and scholarly research.
- Light-hearted banter and joking that is welcomed by the recipient(s).

If you have concerns about any conduct occurring in BUS 100, please discuss this with the instructor. You may also review the *Respectful University Policy Procedures (Revised 2017)* at www.uregina.ca or contact Coordinator, Respectful University Services (Room 251.14 Riddell Centre) at (306) 585-5400 or respect@uregina.ca.



Feeling Stressed? Always worried?

Some stress is normal when you're going to university but **1 in 5 students** will suffer from enough distress that they **would benefit from counselling**.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 251 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you've experienced a trauma like losing a family member or a close friend, or if you've recently ended a relationship.

If the feelings you're experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

Personal Counselling – This is a great option if you'd like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 5 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you're not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can't afford counselling...

Seeking counselling doesn't have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don't know how to fix it?

URSU's Student Advocate can help you free of charge!

- Academic Appeals
- Disciplinary Appeals
- Student Loan Appeals
- E-mail advocate@ursu.ca to schedule an appointment today!
- Emergency Bursaries
- Notary Public
- Rentalsman Appeals

