

Times/Dates: Aug 30 – Dec 05 – Class is online (Asynchronous) with NO live lectures

Course Site: <http://www.uregina.ca/urcourses/>

Office (Zoom) - <https://uregina-ca.zoom.us/j/98552532280?pwd=RGw4UkoyQ0lCanF0OFdMZVpZTTZxdz09>

Instructor: Lee Elliott, BA, MBA, Cdir.

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Office Hours: Tuesday 2:30-4:30pm or by appointment

TECHNICAL REQUIREMENTS

“This course requires a reliable internet connection, a computer and a **webcam** to enable your participation in assignments, meetings and exams. Use of a webcam is required to maintain academic integrity during this course.”

For appointments with your instructor, students are required to use Zoom.

- Go to <https://zoom.us/>
- Create a free account or participate as a guest if you prefer
- Join the office line at the top of the UR Courses page.

The minimum technical recommendations for both students and instructors are posted here:

[Updates and Resources | Upcoming Academic Terms: Info and Plans \(uregina.ca\)](#)

Generally, these include:

- A computer that can run a supported version of Windows or MacOS-A screen large enough to view documents and videos-A webcam, microphone, and speakers/headphones/earbuds
- Reliable internet access.

If you or your students have questions about technical requirements or your systems, please contact IT Support at IT.Support@uregina.ca or 306-585-4685 or 1-844-585-4685

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

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 teamwork skills and strengthen communication skills.
7. Introduce ethical framework and practice ethical reasoning skills.

The course will use Text, video segment lectures, guest videos, cases, quizzes, online resources, and writing assignments.

BEING SUCCESSFUL IN THIS COURSE

In contrast to high school, at university you have much 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. REVIEW: All posted material and instructions
2. WATCH: All videos
3. READ: Buy a textbook/e-book and read assigned readings in each section.
4. ASK: Seek help and/or clarification if you don’t understand. Don’t wait until just before an exam or assignment.
5. STUDY: Book a fixed time weekly (e.g., Mondays from 2-4 p.m.) to prepare for class and assignments.
6. CREATE: Your own notes for each section.
7. KEEP UP: Do not get behind, it will be difficult if not impossible to catch up.
8. STAY POSITIVE: A bad mark shouldn’t discourage you. Ask how to do better.
9. DO THE EXTRA: Take advantage of the textbook resources, study resources, and other tools to help you get ahead in the class.
10. STAY FOCUSED: Stick to your schedule.
11. 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. If you are taking four to five classes this semester, your commitment will be at least 35-60 hours per week – school is certainly a full-time job! You will fit this around any part-time work, social activities, healthy eating, relaxation, and exercise.

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

This class contains no group work and mark is based on individual effort. You are not allowed to interact with other students on assignments, quizzes, or exams. You may bring forward questions for discussion in class forums and your instructor is available live via ZOOM for additional support. Please avoid actions that constitute academic misconduct including sharing answers to assignments and communicating with another person in any way during exams. As well, using someone else's words as your own 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. Incidences of plagiarism or academic misconduct will be referred to the Associate Dean – Undergraduate Program's office for investigation. Consequences may include a grade of zero on the assignment, a permanent note on a student's file, and even expulsion from the University for repeat offences.

Be sure you understand Section 6A – Student Code of Conduct and Right to Appeal, contained in the 2018-19 Academic Calendar. Ask your instructor if you have any doubts or questions about what constitutes misconduct. <https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/index.html>

GRADING

You must complete the required course work to be eligible to write the final exam. You are expected to finish **ALL** assigned work. You will receive a grade of zero for any missed work. There are no late assignments accepted for any reason. As well, you may receive a final grade of **NP** or Incomplete if any one of following conditions take place:

- If you miss more than half of the quizzes or assignments
- If you miss more than one exam

Mark Distribution

Deliverables	Marks
1. Assignment #1 - Why am I here?	5%
2. Assignment # 2 Library Skills	5%
3. Additional Assignments and Case Studies	15%
4. Unit Quizzes	20%
5. Midterm #1	20%
6. Midterm #2	20%
7. Last Day Quiz	15%
TOTAL	100%
Note: There is no final exam for this class	

COURSE REQUIREMENTS

All submissions are submitted through UR Courses Assignment links and must include your name in the file name and on the first page of the assignment. Submission can take some time so you should never submit later than 1 hour **before** time due. No late assignments will be accepted for any reason and will receive a grade of Zero. You are expected to have worked out all the technical issues on your own prior to the first assignment. If you need additional assistance, please contact IT services at IT.Support@uregina.ca or phone: 306-585-4685, Toll-free in Canada: 1-844-585-4685. A practice submission link will be provided. All documents must be submitted in Microsoft WORD format. This is a requirement of admission to this course. You may review your document after you have submitted it and it has been processed (usually just a few minutes). You may also resubmit a document up to 5 times **before** the due date if you would like to make changes after your first submission.

The expectations are for a thorough, well thought-out work, presented in a professional tone. Assignments will be marked based on effort, depth and breadth of analysis and structure. Marking keys will be provided in some cases. The following is an example of a marking key for a 2 mark case brief:

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 1.0
Significant effort/breadth and depth of analysis	Awarded a mark of 2.00

Exams:

Exam links are available in the Quizzes and Exams Section. Check the schedule for times and dates. 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 posted prior to the exam. 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 Quiz

The final quiz is comprehensive covering course content from the entire semester. It will take place on the last day of class, December 1. There are no further exams in this class.

Exam deferrals will only be considered in extraordinary circumstances and you **MUST** contact your instructor **BEFORE** the exam. Deferral requests after the exam deadline will not be considered for any reason.

Assignments:

Please **submit assignments via the appropriate Assignment link on UR Courses**. Late assignments are not accepted and will be assigned a mark of 0%.

Practice Assignment – No marks

The purpose is to make sure you able to use the Turnitin system. You will write a few words and submit a Microsoft WORD document to the appropriate link in the “Assignments” section of UR Courses. Check to make sure your document has been received.

Assignment #1 - Why am I here?

This is **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 #2- Library Research:

This assignment will involve material from the library staff of the University including written and videos. The purpose will be to acquaint students with the library data bases, basic research methods and APA format. Students will be given a template form to fill out answering questions and looking up information on a specific company. The company will be chosen by the Librarian and announced on the day of the assignment usually at 10:00am. Submit final completed document to appropriate Turnitin Link in “ASSIGNMENTS” section of UR Courses

Assignment #3 – Case Brief

Case brief structure will vary, and instructions will be given in the Unit as well as in some cases, INSIDE the assignment link. Simply click on the link and view the instructions. Case briefs will be marked out of 2 or 3 marks based on effort, analysis and structure.

Further Assignments (#4 through #7)

The remaining assignments will be similar formats and instructions will be given in the Unit.

CLASS SCHEDULE (may change, check UR Courses for updates)

Date	Topic	Reading(s)
Aug 30-Sep8	Unit 1 - Welcome to BUS 100 and the World of Business	Ch. 1
Assignment #1 - Why am I here? Essay – Due before 11:00 p.m. on Friday, Sept 8		
Sept 11 – 15	Unit 2 - Library Skills - Kate Cushon	
Assignment #2 – Library Skills - Due before 11:00 p.m. on Thursday, September 14		
Sept 18 - 22	Unit 3 - Entrepreneurship and Case	Ch. 5
Assignment #3 - Case Brief - (Alison's Coffee) Due before 11:00 p.m. on Thursday, Sept 21		
Sep 25-29	Unit 4 - Forms of Business Ownership	Ch. 6
Oct 2-6	Midterm Exam Study Week	All material to this point
Th, Oct 5	Midterm Exam #1 60 minutes 7:00 – 8:00PM	
Oct 9-13	Fall Reading Week – No Classes or Units	
Oct 16-20	Unit 5 - Marketing	Ch. 13&14
Assignment #4 – Pandemics and the Food Chain- Due before 11 pm on Thursday, Oct 19		
Oct 23-27	Unit 6 - Human Resources & Case	Ch. 9
Assignment #5 – Plagiarism and Academic Misconduct-Due before 11 pm on Thursday, Oct 26		
Oct 30-Nov3	Midterm Exam Study Week	All material to this point
Th, Nov 2	Midterm Exam #2 - 60 minutes - 7:00 PM	
Nov 6-10	Unit 7 - Ethics and Case: Pocket EOX – Bruce Anderson	Ch. 2
Assignment #6 - Case Brief (EOX) Due before 11:00 p.m. on Thursday, Nov 9		
Nov 13-17	Unit 8 – Accounting - Nola Joorisity	Ch. 17
Assignment #7 Accounting Concepts – Due before 11pm on Thursday, Nov 16		
Nov 20-24	Unit 9 - Financial Management and Time Value of Money	Ch. 19
Nov27-Dec1	Unit 10 - Personal Finance	Ch. 20
Tues Dec 5	Last Day Exam - 60 minutes - 7:00pm Tuesday	

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** provides personalized guidance and support to students in achieving their university, professional development, and life goals.
<https://www.uregina.ca/student/ssc/>
- 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.
<https://www.uregina.ca/international/>

SPECIAL NEEDS

If you have a special accommodation need, please contact the Centre for Student Accessibility at (306) 585-4631, 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 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

