

BUS 100 – 004/034 – COURSE OUTLINE – FALL 2023

TIMES/DATES:	Tuesdays 19:00 – 21:45 (HYFLEX) – NOTE: I WILL ASK YOU TO COMMIT TO EITHER IN-PERSON OR REMOTE AND ADVISE ME OF YOUR CHOICE BY SEPTEMBER 13 TH .
FINAL EXAM:	SATURDAY, DECEMBER 9 TH , 2023 (9:00-NOON), LOCATION TBA *REMOTE STUDENTS WILL BE REQUIRED TO USE PROCTORTRACK
ROOM :	ED 623
INSTRUCTOR:	Bonnie Dobson, BA, MCert, MAdmin
OFFICE :	Scheduled by request (in person or via Zoom)
EMAIL:	UR COURSES EMAIL (WILL RESPOND WITHIN 24 HOURS Monday to Friday) ZOOM or IN-PERSON MEETING BY REQUEST

TECHNICAL REQUIREMENTS (FOR REMOTE LEARNING OPTION)

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

REMOTE STUDENTS ARE REQUIRED TO HAVE CAMERAS ON DURING CLASS!

Students must be able to take part in the class as required by use of Zoom.

- Go to <https://zoom.us/>
- Create a free account or participate as a guest if you prefer
- Join a meeting
- Class meeting ID is 979 7043 8617 for the semester

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

<https://www.uregina.ca/spring-summer/technical.html>

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
- A scanner or device that can take digital photos-Reliable internet access.

This course will use the Proctortrack eProctoring platform for monitoring class exams.

Technical Requirements for Taking an Exam using e-proctoring:

- Computer with Windows operating system version 7 or higher OR MacOS version 10.10.5 Yosemite or higher.
- Minimum 4GB RAM.
- Web browser Mozilla Firefox v20.0 or higher or Google Chrome v25.0 or higher.
- JavaScript enabled and Third-Party Cookies enabled.
- Webcam with camera resolution 800x600 or better.
- Internet connection with minimum 300kbps download, 250kbps upload.

If you 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 OVERVIEW AND OBJECTIVES

This course provides a broad introduction to business and management concepts. Functional areas – marketing, finance, accounting, entrepreneurship, operations management, human resources, and organizational behavior – are also introduced. Further, the course covers key processes and topics such as the Canadian business environment, environmental scanning, ethics and risk, and decision-making. The course introduces material seen in higher-level business courses.

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 functional areas and business processes help businesses succeed.
4. Prepare students for future courses in business and introduce career options for graduates.
5. Develop and practice qualitative and 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 lectures, guest speakers, cases and exercises, group discussions, class projects and presentations, pre-class preparation, audiovisual materials, online resources, and extra reading.

SUCCESS IN THIS COURSE

Past students have offered suggestions for a “**Top 10**” success list:

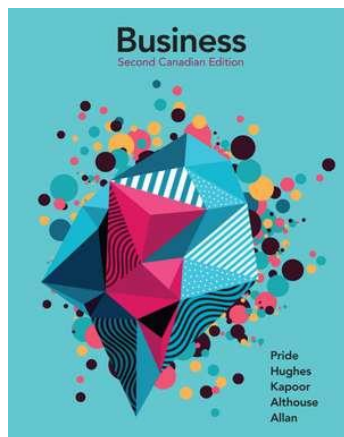
1. ATTEND: In-person/Zoom lectures as required
2. WATCH: All videos
3. READ: Buy a textbook/e-book and read assigned readings in each section.
4. ASK: Seek help and/or clarification if you don’t understand. Don’t wait until just before an exam or assignment.
5. STUDY: Book a fixed time weekly (e.g., 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?

The amount of time spent on each class in order to learn the material and do well in the class is based on a recommended formula. Do the math...

- Hours in class per week (3 credit hours) 3 Hours per week
- 2 – 3 hours of independent study for each hour in class 6-9 Hours per week
(Lecture prep, review, assignments, exam prep) **9-12 hours per week**

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.

RESOURCES



BUSINESS, Second Canadian Edition with MindTap

\$148.00

1. ISBN: 9781778410765
2. Author: Pride
3. Publisher: Cengage Learning

UR Courses:

Additional readings/resources will be provided on UR Courses. Please visit UR Courses **before every class** to ensure you have updated information and access to any extra resources. **I will regularly post messages on UR Courses.** All class assignments are handled through UR Courses.

CAMPUS BOOKSTORE: <https://www.bkstr.com/ureginastore/home>

SUPPORT SERVICES – FOR YOU: RESEARCH, STUDYING & WRITING

Students are encouraged to meet with an academic advisor. Your advisor is a great resource if you have any academic issues or questions. Other services provided through the University include:

- ☑ 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 special library guide (Kate's Libguide) designed just for you on your URcourses 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 is the facility designed to.

STUDENTS REQUIRING ACCOMMODATIONS

The Centre for Student Accessibility upholds the University's commitment to a diverse and inclusive learning environment by providing services and supports for students based on disability, religion, family status, and gender identity. Students who require these services are encouraged to contact the Centre for Student Accessibility to discuss the possibility of academic accommodations and other supports as early as possible. For further information, please email accessibility@uregina.ca or call 306-585-4491. For further information on what is required to register and receive academic accommodations, please explore the website: <https://www.uregina.ca/student/accessibility/centre-Accessibility/index.html>

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.

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 including sharing answers to assignments and **communicating with other students in any way during exams**. Be sure you understand the Student Code of Conduct and Right to Appeal, contained in the Academic Calendar, <https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/assets/pdf/2023-24/student-code-of-conduct-and-right-to-appeal.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.** ANY form of Artificial Intelligence, used for ANY purpose (eg, Chat GPT) is considered academic misconduct.

NOTE: ANY level of plagiarism in the form of **ANY** missing in-text citations and/or references, or **ANY** other form of suspected academic misconduct **MUST** be referred to the Associate Dean – Undergraduate Program's office for investigation. Consequences may include a permanent note on a student's file, a 0% on the assignment, or more severe penalties.

ACADEMIC SCHEDULE

Students not completing course work but that have not formally withdrawn are still considered to be registered, and are liable for fees and will be assigned a failing grade of NP for failing to complete the course. Non-attendance does not constitute withdrawal. Important dates for the fall 2022 semester include:

Sept 13, 2023: Last day to add a class, last day to drop a class with 100% refund and no transcript record.

Sept 27, 2023: Last day to drop and receive 50% tuition refund. No refund of tuition after this date.

Nov 15, 2023: Last day to drop without receiving a failing grade.

Additional dates can be found on the Academic Schedule:

<https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/academic-schedule.html>

GRADING

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.** The assignment deadlines are provided to you at the beginning of the course, please plan accordingly. 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. Submission can take some time so you should never submit later than 1 hour **before** time due. **Failure to write the final exam will result in a grade of NP.**

The general mark distribution is as follows:

Evaluation Criteria	Allocation
1. Five (5) Short Answer Assignments (2% of final grade each)	10%
2. Assignment	20%
3. Midterm #1	20%
4. Midterm #2	20%
5. Final exam	30%
TOTAL	100%

Exams:

This course will use the Proctortrack remote proctoring platform for verification of student identity and monitoring of class exams. As a result, your personal information will be securely and temporarily collected and stored under the legal authority of The Local Authority Freedom of Information and Protection of Privacy Act. This personal information will include your first and last name, institution name, student number, image, as well as recordings of you and your computer screen during a proctored exam. Students are advised to complete the Student Onboarding process early in the term to allow as much time as possible to resolve any issues that may arise. Further information can be found [here](#).

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. **All exams are closed-book.** All course material is subject for examination, including guest speaker presentations, case studies, readings, videos, in class assignments, textbook and lecture material.

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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 first Midterm on

Final Exam

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

Please note: failure to write the final exam will earn a NP (not pass) on your course and will affect your grade point average. You must earn a passing grade on the final exam to earn credit for the class. All sections of BUS 100 write the exam on the same date and at the same time.

Note: Course instructors cannot approval the deferral of final exams. Permission to do so can only be granted by the Dean (or designate) of the student's faculty. Requests must be received within 3 business days of the scheduled final exam date or they will be denied.

Students must be in good standing in the course. Deferrals are normally only granted for medical or compassionate grounds or other extreme circumstances beyond a student's control.

Documentation is required.

ASSIGNMENTS:

Please make sure to include your name in the file submission title submitted through Turnitin AND on the front page of your assignment. Late assignments will be assigned a score of zero.

Five (5) Short Answer Assignments – 10% of final grade. As per UR Courses

Assignment must be submitted via the turnitin link prior to the deadline. **Late or emailed assignments will not be accepted.**

Individual Assignment – 20% of final grade. As per UR Courses

Assignment must be submitted via the turnitin link prior to the deadline. **Late or emailed assignments will not be accepted.**

In-class Group Assignments and Presentations – As assigned during lectures.

TENTATIVE CLASS SCHEDULE Bus 100 – 004/034

DATE	TOPIC	ADVANCE READ/REQ'TS
Tue SEPT 5	INTRODUCTION AND COURSE EXPECTATIONS	SYLLABUS
	WORLD OF BUSINESS	CHAPTER 1
Tue SEPT 12	ETHICS AND SOCIAL RESPONSIBILITY	CHAPTER 2
	GLOBAL BUSINESS	CHAPTER 3
Tue SEPT 19	LEVERAGING TECHNOLOGY	CHAPTER 4
	ENTREPRENEURSHIP	CHAPTER 5
Thurs SEPT 21	SHORT ANSWER ASSIGNMENT #1 DUE (2% OF FINAL GRADE)	
Tue SEPT 26	FORMS OF BUSINESS OWNERSHIP	CHAPTER 6
	MANAGEMENT PROCESS	CHAPTER 7
Tue OCT 3	MIDTERM 1 – 20% OF FINAL GRADE	CHAPTERS 1-7
	LIBRARY	
Thurs OCT 5	SHORT ANSWER ASSIGNMENT #2 (LIBRARY) DUE (2% OF FINAL GRADE)	
Tue OCT 10	READING WEEK – NO CLASS	ENJOY THE BREAK!
Tue OCT 17	FLEXIBLE ORGANIZATIONS	CHAPTER 8
	ATTRACTING AND RETAINING EMPLOYEES	CHAPTER 9
Thurs OCT 19	SHORT ANSWER ASSIGNMENT #3 DUE (2% OF FINAL GRADE)	
Tue OCT 24	MOTIVATING EMPLOYEES AND TEAMS	CHAPTER 10
	LABOUR RELATIONS	CHAPTER 11
Tue OCT 31	BANKING	CHAPTER 18
	FINANCIAL MANAGEMENT	CHAPTER 19
	PERSONAL FINANCE	CHAPTER 20
Tue NOV 7	ACCOUNTING – GUEST LECTURER	CHAPTER 17
Tue NOV 14	MIDTERM 2 – 20% OF FINAL GRADE	CHAPTERS 8-11, 17-20
	CUSTOMER	CHAPTER 12
Thurs NOV 16	SHORT ANSWER ASSIGNMENT #4 DUE (2% OF FINAL GRADE)	
Tue NOV 21	PRICING & PRODUCTS	CHAPTER 13
	PROMOTION & DISTRIBUTION	CHAPTER 14
Thurs NOV 23	SHORT ANSWER ASSIGNMENT #5 DUE (2% OF FINAL GRADE)	
Tue NOV 28	OPERATIONS MANAGEMENT	CHAPTER 15
	OPERATIONS SUSTAINABILITY	CHAPTER 16
Tue DEC 5	FINAL REVIEW	
Sat DEC 9	FINAL EXAM – 30% OF FINAL GRADE	COMPREHENSIVE WITH EMPHASIS ON CHAPTERS 12-16

SCHEDULE IS TENTATIVE AND DATES OF TOPICS MAY BE CHANGED – STUDENTS WILL BE ADVISED WITH AS MUCH NOTICE AS POSSIBLE IF THIS IS THE CASE.