

PERSPECTIVE ON CANADIAN BUSINESS

ADMI 202 Perspective on Canadian Business Section EC Fall 2016

This syllabus is subject to change and any changes will be posted in the Announcements section of your eConcordia portal.

Disclaimer: In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.

About this course

Instructor

Instructor: Jean L. Freed

TA: Nada El Hassan

TA Contact Information: nada.elhassan@econcordia.com

Note: Please email your TA with any questions or concerns you have, or if you require further feedback. Also, allow for a 24 hour response time during the week (Monday-Friday). Teaching Assistants check their messages once over the 48 hour weekend period and are not available on statutory or university holidays.

Instructor Contact Information: admi202@econcordia.com

This email address allows you to contact the Professor directly. Questions to the instructor should be specific inquiries that the TA has not been able to address.

Course Description

This course is designed to be an overview of how businesses function in general, to also review some specific business parameters within the Canadian environment and to examine the relationships between the firm (management) and its owners (shareholders), employees, customers, suppliers, governments and the community.

Course Material

The material for this course consists of the required online textbook and the ADMI 202 course website which includes the mid-term exam, videos, discussion board and other course material.

The only text required for this course is available through the course website and is included in the online textbook fee.

Textbook

Griffin, Ricky W. et al. *Business*. 6th Canadian ed. Toronto: Pearson Education Canada, 2008.

Additional resources

- **Additional material may also be assigned by the professor during the term. Check frequently to be sure that you are aware of all material being covered for grading purposes.**

Course Website

The course website can be accessed at www.econcordia.com

Your eConcordia account will be valid until the end of the term for which you are registered.

Your account will allow you to access the online course material, which includes videos, notes, discussion boards, all graded course components, useful links, readings and many more resources from the course website for the duration of the term.

Assessment

Graded Assessments

Mid-Term Exam	20% (DATE: October 18)
Final Examination	80% (TBA)

Description of Graded Assessments

Recommendations

- Students are responsible for all material in the sited chapters of the required text (up to and including "Building your Business Skills), whether reviewed in lectures or not.
- Students are also responsible for all material presented during lectures, for additional news and general discussions, special handouts, other students' projects (when applicable), etc.

Mid-term Exam

- **This will be an online "open-book" exam, which will be available under the Assessments link on the Course Website on the scheduled dates. All materials are allowed, BUT IT IS NOT ALLOWED TO COMMUNICATE WITH ANY OTHER PERSON DURING THE EXAM, IN ANY WAY OR BY ANY MEANS.**
- **Before being allowed to write the Midterm, you must take the Academic Conduct Quiz. This quiz will be available under the Assessments link on the Course Website from early in the term until the day of the Midterm.**
- There will be no "make-up" mid-terms.
- A student missing a mid-term will receive a note of ZERO, until and unless a valid and **detailed** medical certificate, bearing a **contactable** medical doctor's signature, stating specifically that the student was:
Too ill to write the mid-term and the name of the disease,
is presented to the TA and to the instructor within 48 hours after the exam.
With such a medical certificate, the points from the missed mid-term may be added to the points for the final examination, as the instructor determines.

- Vacations and travel plans (work-related or otherwise) are not considered valid reasons for not completing the course requirements as scheduled.
- **Students are not allowed to use a shared internet connection when taking the Midterm. If two or more of you are using a home network, for instance, please be sure to organize yourselves so that you write the Midterm at different and non-overlapping times. For technical reasons, if two people are using a shared connection at the same time, then one of their tests may be irretrievably lost.**

Final Exam

The final exam is an in-class hand-written exam. It is a closed book exam and you may not have any reference materials except one 8 1/2 inch by 11 inch sheet of paper with notes either hand written or printed on both sides. This sheet **must** be turned in with the exam.

Grades

In order to view your grades throughout the semester, click on the My Grades link in your eConcordia portal.

Your final letter grade for the course will be posted in your MyConcordia Portal at the end of the term.

Mark Breakdown

90% and above: A+

80% to 89%: A- to A

70% to 79%: B- to B+

60% to 69%: C- to C+

54.0% to 59%: D- to D+

Below 54.0% : F

NOTE: Students must receive a grade of **at least 54%** on the *final exam* to pass the course.

Unit Outline and Assigned Readings

- Lesson 1: Understanding the Canadian Business System
 - Chapter 1: Understanding the Canadian Business System Lesson pp. 4-35.
- Lesson 2: Social Responsibility, Organizing Options, Legal Context and Unions
 - Chapter 3: Conducting Business Ethically and Responsibly pp. 80-92.
 - Chapter 4: Understanding Entrepreneurship, Small Business, and New Venture Creation pp. 121-129.
 - Chapter 8: Managing Human Resources pp. 257-264.
 - Chapter 9: Understanding Labour-Management Relations pp. 284-293.
- Lesson 3: Increasing Productivity and Quality
 - Chapter 12: Increasing Productivity and Quality pp. 368-397.
- Lesson 4: Managing Information Systems and Communication Technology
 - Chapter 13: Managing Information Systems and Communication Technology pp. 398-433.
- Lesson 5: Understanding Accounting Issues

- Chapter 14: Understanding Accounting Issues pp. 434-467.
- Lesson 6: Understanding Marketing Processes and Consumer Behaviour
 - Chapter 15: Understanding Marketing Processes and Consumer Behaviour pp. 470-505.
- Lesson 7: Developing and Promoting Goods and Services
 - Chapter 16: Developing and Promoting Goods and Services pp. 506-545.
- Lesson 8: Pricing and Distributing Goods and Services
 - Chapter 17: Pricing and Distributing Goods and Services pp. 546-585.
- Lesson 9: Understanding Money and Banking
 - Chapter 18: Understanding Money and Banking pp. 588-617.
- Lesson 10: Understanding Securities and Investments
 - Chapter 19: Understanding Securities and Investments pp. 618-651.
- Lesson 11: Financial Decisions and Risk Management
 - Chapter 20: Financial Decisions and Risk Management pp. 652-687.

Tutorial Companies

Please note that private tutorial companies, some of whom aggressively promote their services on and off campus, are not authorized by Concordia University to distribute flyers on University premises and may not use Concordia University facilities to promote or provide their services on some flyers.

Concordia University and its academic departments do not have any affiliation with these companies even though names such as JMSB, Concordia, or references to specific departments often appear in a visible way. If you are interested in the University's approved tutoring services, all you need to do is ask your Professor or consult the services listed in your course outline.

Important Links

Topic	Link
Communication	Communication
eConcordia Information	eConcordia Information
Final Exams Information	Final Exams
Plagiarism	Academic Integrity
Refunds	Refunds
Access Centre for Students with Disabilities	ACSD
Technical Issues	Technical
Concordia Library Citation & Style Guides	Citing - Help & How-to

ADMI 202 - Perspective on Canadian Business

Agenda

Fall 2016

All deadlines indicated are on the due date listed by 11:59 p.m. unless otherwise indicated.

Week 1 : September 6, 2016 - September 11, 2016	
	Review the Course Outline and Agenda
	Navigate the Course Website
	Review: Getting Started
	Review <u>Lesson 1</u> : Understanding the Canadian Business System
September 06	Discussion Board opens at 2 PM.
	Chapter 1: Understanding the Canadian Business System Lesson
Week 2 : September 12, 2016 - September 18, 2016	
	Review: <u>Lesson 2</u> : Social Responsibility, Organizing Options, Legal Context and Unions
	Read: Chapter 3: Conducting Business Ethically and Responsibly pp.80-92.
	Read: Chapter 4: Understanding Entrepreneurship, Small Business, and New Venture Creation pp.121-129.
	Read: Chapter 8: Managing Human Resources pp.257-264.
	Read: Chapter 9: Understanding Labour-Management Relations pp.284-293
Week 3 : September 19, 2016 - September 25, 2016	
	Review: <u>Lesson 3</u> : Increasing Productivity and Quality
September 19	DNE Date: Academic withdrawal deadline (with tuition refund)
September 19	Last day to add two-term and fall-term courses.
	Read: Chapter 12: Increasing Productivity and Quality

Week 4 : September 26, 2016 - October 2, 2016	
	Review: <u>Lesson 6</u> : Understanding Marketing Processes and Consumer Behaviour
	Read: Chapter 15: Understanding Marketing Processes and Consumer Behaviour
Week 5 : October 3, 2016 - October 9, 2016	
	Review: <u>Lesson 7</u> : Developing and Promoting Goods and Services
	Read: Chapter 16: Developing and Promoting Goods and Services
Week 6 : October 10, 2016 - October 16, 2016	
October 10	Thanksgiving Day -- University closed
	Review: <u>Lesson 8</u> : Pricing and Distributing Goods and Services
	Read: Chapter 17: Pricing and Distributing Goods and Services
Week 7 : October 17, 2016 - October 23, 2016	
October 18	MID-TERM EXAM ONLINE: (Available from 8:00 AM to 10:00 PM) <u>The Academic Conduct Quiz MUST be completed BEFORE you will be given access to the Midterm.</u>
Week 8 : October 24, 2016 - October 30, 2016	
	Review: <u>Lesson 4</u> : Managing Information Systems and Communication Technology
	Read: Chapter 13: Managing Information Systems and Communication Technology
Week 9 : October 31, 2016 - November 6, 2016	
	Review: <u>Lesson 5</u> : Understanding Accounting Issues
November 06	DISC Date: Academic withdrawal deadline from fall-term courses.(without tuition refund)
	Read: Chapter 14: Understanding Accounting Issues
Week 10 : November 7, 2016 - November 13, 2016	
	Review: <u>Lesson 9</u> : Understanding Money and Banking
	Read: Chapter 18: Understanding Money and Banking
Week 11 : November 14, 2016 - November 20, 2016	
	Review: <u>Lesson 10</u> : Understanding Securities and Investments
	Read: Chapter 19: Understanding Securities and Investment

Week 12 : November 21, 2016 - November 27, 2016	
	Review: <u>Lesson 11</u> : Financial Decisions and Risk Management
November 21	Course Evaluation released
	Read: Chapter 20: Financial Decisions and Risk Management
Week 13 : November 28, 2016 - December 4, 2016	
	Review all lessons and study material in preparation for the final exam
November 30	Last day for instructor-scheduled tests or examinations
	Prepare one 8 ½" x 11" sheet of paper, on both sides, with notes for the exam (any font size, hand-written or typed)
Week 14 : December 5, 2016 - December 11, 2016	
December 05	Last day of classes
December 06	Deadline to complete Course Evaluation
Examinations Period : December 7, 2016 - December 21, 2016	
	Final Exam date, time and location is posted on your MyConcordia Portal

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