

BUS 104-0509\_Course Schedule (Spring 2023)

| Week/Unit | Week Begins           | Topic  | Course Materials                  | Assignment(s)  | Due Date (by 11:59pm ET) |
|-----------|-----------------------|--|-----------------------------------|--|--------------------------|
| 0         | Wednesday, January 25 | Syllabus, Schedule, Course Overviews   | <a href="#">About This Class</a>  | <a href="#">Getting Started Activities</a>                                   | Tuesday, January 31      |
| 1         | Monday, January 30    | Introduction to Business<br>Excel Module 1: Fundamental Skills                       | <a href="#">Unit 1 Materials</a>  | <a href="#">What is a Business? Discussion &amp; Excel Module 1</a>          | Sunday, February 5       |
| 2         | Monday, February 6    | Economic Environment   | <a href="#">Unit 2 Materials</a>  | <a href="#">Supply &amp; Demand Discussion</a>                               | Sunday, February 12      |
| 3         | Monday, February 13   | Global Business Environment<br>Excel Module 2: Mathematical Computations             | <a href="#">Unit 3 Materials</a>  | <a href="#">Outsourcing Discussion &amp; Excel Module 2</a>                  | Sunday, February 19      |
| 4         | Monday, February 20   | Financial Markets  | <a href="#">Unit 4 Materials</a>  | <a href="#">Do you have Change for a \$20? Discussion</a>                    | Sunday, February 26      |
| 5         | Monday, February 27   | Legal Environment<br>Excel Module 3: Formulas, Functions, Logical & Lookup Functions | <a href="#">Unit 5 Materials</a>  | <a href="#">Legal Environment Discussion &amp; Excel Module 3</a>            | Sunday, March 5          |
| 6         | Monday, March 6       | Ethics & Social Responsibility   | <a href="#">Unit 6 Materials</a>  | <a href="#">Ethics Writing Assignment</a>                                    | Sunday, March 12         |
| 7         | Monday, March 13      | Business Ownership   | <a href="#">Unit 7 Materials</a>  | <a href="#">Watch "The Founder" &amp; Answer Reflection Questions</a>        | Sunday, March 19         |
| 8         | Monday, March 20      | Motivating Employees<br>Excel Module 4: Presenting Data with Charts                  | <a href="#">Unit 8 Materials</a>  | <a href="#">Excel Module 4</a>   | Sunday, March 26         |
| 9         | Monday, March 27      | Introduction to Management<br>Excel Module 5: Tables                                 | <a href="#">Unit 9 Materials</a>  | <a href="#">Are Leaders Born or Made? Discussion &amp; Excel Module 5</a>    | Sunday, April 2          |
| 10        | Monday, April 3       | Spring Break   | We do not have Unit 10 Materials  | No Assignment  | Sunday, April 9          |
| 11        | Monday, April 10      | Spring Break   | We do not have Unit 11 Materials  | No Assignment  | Sunday, April 16         |
| 12        | Monday, April 17      | Operations Management  | <a href="#">Unit 12 Materials</a> | <a href="#">How Things Are Made Discussion</a>                               | Sunday, April 23         |
| 13        | Monday, April 24      | Introduction to Marketing<br>Excel Module 6: Multiple Sheet Files                    | <a href="#">Unit 13 Materials</a> | <a href="#">Hidden Messages in Marketing Discussion &amp; Excel Module 6</a> | Sunday, April 30         |
| 14        | Monday, May 1         | Introduction to Human Resources  | <a href="#">Unit 14 Materials</a> | <a href="#">Careers &amp; Retention Case Study</a>                           | Sunday, May 7            |
| 15        | Monday, May 8         | Review Semester Materials  | No Materials                      | <a href="#">Final Reflection</a>   | Sunday, May 14           |

Updated January 25, 2023