

| Segment | Unit | Topic | Course Materials | Assignment(s) | Due Date (by 11:59pm ET) |
|---------|------------------|--------------------------------------|-----------------------------------|---|--------------------------|
| | 0 | Course Overview | About This Class | Getting Started Activities | |
| A | 1 | Introduction to Business | Unit 1 Materials | What is a Business? Discussion | Sunday, September 11 |
| | 2 | Business Technology | Unit 2 Materials | Excel Module 1: Fundamental Skills | |
| B | 3 | Economic Environment | Unit 3 Materials | Supply & Demand Discussion | Sunday, September 18 |
| | 4 | Global Business Environment | Unit 4 Materials | Excel Module 2: Mathematical Computations | |
| C | 5 | Introduction to Finance & Accounting | Unit 5 Materials | Outsourcing Discussion | Sunday, September 25 |
| | 6 | Legal Environment | Unit 6 Materials | Excel Module 3: Formulas, Functions, Logical & Lookup Functions | |
| D | 7 | Ethics & Social Responsibility | Unit 7 Materials | Ethics Writing Assignment | Sunday, October 2 |
| | 8 | Entrepreneurship | Unit 8 Materials | Excel Module 4: Presenting Data with Charts | |
| E | 9 | Business Ownership | Unit 9 Materials | Watch "The Founder" & Answer Reflection Questions | Sunday, October 9 |
| | 10 | Introduction to Management | Unit 10 Materials | Excel Module 5: Tables | |
| F | 11 | Operations Management | Unit 11 Materials | Are Leaders Born or Made? Discussion | Sunday, October 16 |
| | 12 | Introduction to Human Resources | Unit 12 Materials | Excel Module 6: Multiple Sheet Files | |
| G | 13 | Motivating Employees | Unit 13 Materials | Careers & Retention Case Study | Sunday, October 23 |
| | 14 | Introduction to Marketing | Unit 14 Materials | | |
| | Final Submission | Final Submission | Review Prior Materials | Final Reflection | |