

Week/Unit	Class Date	Topic	Course Materials	Assignment(s)	Due Date (by 11:59pm ET)
0	Aug 25	Syllabus Review	About This Class	Getting Started Activities	Sunday, August 29
1	Aug 30	Introduction to Business	Unit 1 Materials	What is a business? Discussion &	Sunday, September 5
	Sep 1	Excel Module 1: Fundamental Skills & Group Project Introduction		Excel Module 1	
X	Sep 6 Sep 8	No Class - College Closed	No Materials	No Assignments	No Due Dates
2	Sep 13	Economic Environment	Unit 2 Materials	Supply & Demand Discussion	Sunday, September 19
	Sep 15	No Class - College Closed			
3	Sep 20	No Class - Independent Work	Unit 3 Materials	Watch "The Founder" & Answer Reflection Questions	Sunday, September 26
	Sep 22				
4	Sep 27	Excel Module 2: Mathematical Computations	Unit 4 Materials	Outsourcing Discussion &	Sunday, October 3
	Sep 29	Global Business Environment		Excel Module 2	
5	Oct 4	Financial Markets	Unit 5 Materials	Do you have Change for a \$20? Discussion &	Sunday, October 10
	Oct 6	Excel Module 3: Formulas, Functions, Logical & Lookup Functions		Excel Module 3	
6	Oct 11	No Class - College Closed	Unit 6 Materials	Business Law Discussion	Sunday, October 17
	Oct 13	Legal Environment			
7	Oct 18	Ethics & Social Responsibility (Pre-recorded Lecture - No Class)	Unit 7 Materials	Ethics Writing Assignment &	Sunday, October 24
	Oct 20	Excel Module 4: Presenting Data with Charts		Excel Module 4	
8	Oct 25	Business Ownership	Unit 8 Materials	What Makes A Successful Entrepreneur? Discussion	Sunday, October 31
	Oct 27	Guest Speaker will be Rescheduled – NO CLASS			
9	Nov 1	Excel Module 5: Tables	Unit 9 Materials	Excel Module 5	Sunday, November 7
	Nov 3	No Class - Independent Work			
10	Nov 8	Motivating Employees (Pre-recorded Lecture - No Class)	Unit 10 Materials	Careers & Retention Case Study	Sunday, November 14
	Nov 10				
11	Nov 15	Introduction to Management	Unit 11 Materials	Are Leaders Born or Made? Discussion	Sunday, November 21
	Nov 17	Group Project Presentations			
12	Nov 22	Operations Management	Unit 12 Materials	How Things Are Made Discussion	Sunday, November 28
	Nov 24	No Class - Thanksgiving Holiday			
13	Nov 29	Introduction to Marketing	Unit 13 Materials	Hidden Messages in Marketing Discussion &	Sunday, December 5
	Dec 1	Excel Module 6: Multiple Sheet Files		Excel Module 6	
14	Dec 6	Introduction to Human Resources	Unit 14 Materials	No Assignment!	Sunday, December 12
	Dec 8	No Class - Work on your Final Reflection			
Reading Days/ Finals Week	Dec 13 Dec 15	No Class - Reading Days	No Materials	Final Reflection	Sunday, December 19

Course Materials and Assignment links will become active with each unit.

Updated December 8, 2021