

Syllabus for: Bus 10—Introduction to Business	
Semester & Year:	Fall 2012
Course ID and Section Number:	Bus-10-V2301-2012F
Number of Credits/Units:	3
Day/Time:	Online
Location:	
Instructor's Name:	Dove Byrne
Contact Information:	Office location and hours: Associate Faculty Office Phone: Email: dove-byrne@redwoods.edu
Course Description (catalog description as described in course outline): An introduction to the trends and opportunities in today's dynamic global business environment surveying economics, global markets, social responsibility, ownership forms, entrepreneurship, management organization, marketing, accounting and financial management	
Student Learning Outcomes (as described in course outline) : 1. Identify business trends and strategies and explain how they relate to the global economy 2. Describe and analyze the relationship between business and society - with particular emphasis on local economic development issues 3. Describe and analyze the importance of business ethics and the ability to apply ethical theory to real- world behaviors in business 4. Define business terms and explain their application in a business setting 5. Utilize technology and accounting concepts to understand and manage quantitative data 6. Compare and contrast business entities - with particular emphasis on analyzing the effectiveness of differing business models 7. Design and develop an introductory business project 8. Develop and deliver professional presentation of the business project 9. Develop and utilize workplace skills through participation in a team project 10. Describe and analyze the challenges that all entrepreneurs face when developing a new business 11. Identify academic and career opportunities in the field of business 12. Compare and contrast basic business structures and organizations.	
Special accommodations: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.	
Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.	
The student code of conduct is available on the College of the Redwoods website at:	

<http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf>

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

WELCOME TO BUS 10 – Introduction to Business

(Tentative Course Outline and Schedule – Subject to Change)

Course Number: BUS 10

Course Title / Mode: Introduction to Business (3 units)

Required Text: *BUSN (5th Edition) ISBN 12: 978-1-111-82672-7 or ISBN 10: 1-111-82672-2*

Weekly Online Schedule: Monday 12PM – Monday 12PM

Recommended Preparation: No pre-requisites or co-requisites required.

DESCRIPTION

A survey course of business in our economy, including forms of business organization, marketing, finance, personnel, production, accounting, advertising, electronic data processing, consumer relations, government and business and corporate management. It is designed to expose all students to the many facets of business life both as consumers as well as potential business workers and/or entrepreneurs. In order to achieve understanding of our free enterprise system, comparisons are drawn between it and other economic systems used in other societies.

COURSE LEARNING OBJECTIVES

1. Identify business trends and strategies and explain how they relate to the global economy 2. Describe and analyze the relationship between business and society - with particular emphasis on local economic development issues 3. Describe and analyze the importance of business ethics and the ability to apply ethical theory to real- world behaviors in business 4. Define business terms and explain their application in a business setting 5. Utilize technology and accounting concepts to understand and manage quantitative data 6. Compare and contrast business entities - with particular emphasis on analyzing the effectiveness of differing business models 7. Design and develop an introductory business project 8. Develop and deliver professional presentation of the business project 9. Develop and utilize workplace skills through participation in a team project 10. Describe and analyze the challenges that all entrepreneurs face when developing a new business 11. Identify academic and career opportunities in the field of business 12. Compare and contrast basic business structures and organizations.

SUMMARY / PROPOSED OUTCOMES

1. Design and develop a business team project which demonstrates an understanding of basic business principles, concepts and issues. Working in a team environment, will allow students to develop and utilize workplace skills. The project will be presented as professional business presentation. (Combines learning outcomes #5, #7, #8, #9) 2. Demonstrate understanding of basic business terms and their application in a business setting, Objectives # 1-12 Quizzes/Exams 3. Demonstrate understanding of how local businesses relate to the global economy and the role that business ethics plays and how it affects business at all levels around the world.

COURSEWORK

Chapter Quizzes: There will be an open book quiz each week.

Chapter Homework: There will be a homework assignment each week.

Chapter Discussion: There will be a discussion assignment each week.

Lab Assignment: There will be a lab assignment each week.

Exams: We will have two open book exams over the course of the semester.

GRADING

Quizzes: 14 @ 10 points each = 140 points

Homework: 14 @ 10 points each = 140 points

Discussion: 14 @ 15 points each = 210 points

Labs: 14 @ 15 points each = 210 points

Exams: 2 @ 150 points = 300 points

Total Points Possible = 1000 points

ACADEMIC INTEGRITY

Familiarize yourself with the Code of Student Conduct. Be aware of the definition of academic dishonesty. Be aware that any violation of the Code of Student Conduct could result in a failing grade in the class and a negative letter of reference going into the file that accompanies your transcripts.

SCHEDULE

Our online work week will run from 12PM Monday to 12PM the following Monday. Late work will not be accepted. The Midterm will cover Chapters 1-9. The Final will cover Chapters 10-17.

<u>Week</u>	<u>Dates</u>	<u>Topics</u>
1	8/27 – 9/3	Chapter 1
2	9/3 – 9/10	Chapter 2
3	9/10– 9/17	Chapter 3
4	9/17– 9/24	Chapter 4
5	9/24 – 10/1	Chapter 5
6	10/1 – 10/8	Chapter 6 & 7
7	10/8 – 10/15	Chapter 8 & 9
8	10/15 – 10/22	Midterm
9	10/22 – 10/29	Chapter 10
10	10/29– 11/5	Chapter 11
11	11/5 – 11/12	Chapter 12 & 13
12	11/12 – 11/19	Chapter 14 & 15
13	11/19 – 11/26	Thanksgiving Break
14	11/26 – 12/3	Chapter 16
15	12/3 – 12/10	Chapter 17
16	12/10 – 12/17	Final

VIRTUAL CLASSROOM

COMMUNICATION

Announcements	Instructor Announcements, Due Dates, Reminders
Calendar	Events, Due Dates
Discussion Forums	Where Students ask questions about the current chapter being covered
Messages	Where Students & Instructor can send & receive messages
Forums	Where you complete your weekly discussion assignments
Blogs	Where you complete your weekly lab assignments

COURSE TOOLS

Syllabus	Where you can view the syllabus
Lessons	Where you find the weekly assignments (<u>START YOUR WEEK HERE!</u>)
Assignments	Where you find and turn in the weekly homework assignment
Tests & Quizzes	Where you find and complete the weekly quizzes, midterm & final
Gradebook	Where your scores are recorded
Online Tutoring	Access to online tutoring
Library Access	Access to the library
Resources	Documents uploaded by Instructor
Evaluation System	See syllabus for grading information

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