

<b>Syllabus for: Intro to Business</b>	
<b>Semester &amp; Year:</b>	Spring 2014
<b>Course ID and Section Number:</b>	BUS-10-V4597-2014S
<b>Number of Credits/Units:</b>	3
<b>Day/Time:</b> <b>Location:</b>	Virtual course
<b>Instructor's Name:</b>	Kristen Luke
<b>Contact Information:</b>	Email: Kristen-luke@redwoods.edu
<b>Course Description (catalog description as described in course outline):</b> 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.	
<b>Student Learning Outcomes (as described in course outline) :</b> <ol style="list-style-type: none"> <li>1. Analyze situations and apply business terms and concepts to make business decisions.</li> <li>2. Communicate effectively as writers, listeners, and speakers in social and business settings</li> </ol>	
<b>Special accommodations:</b> 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.	
<b>Academic Misconduct:</b> 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: <a href="http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf">http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf</a>  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.	

# Bus 10, An Introduction to Business

---

## COURSE MATERIALS:

Text: BUSN, Kelly/McGowen, 6<sup>h</sup> edition, Cengage Learning. Available at a discounted price from <http://www.cengagebrain.com/>

## COURSE DESCRIPTION:

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.

## PREPARATION:

This course is transferable at the university level (UC and CSU transferable). Students should have college-level reading, writing and math skills. This class requires students to have consistent access to the internet (high-speed connection) and basic skills in learning and studying in an online environment. The class uses the MyCR Collaborative Learning Environment built on the Sakai platform. It is recommended that students enroll in the Student Orientation for Online Learning prior to taking any online classes for the first time. Please use the following link to explore this option:

<http://www.redwoods.edu/departments/distance/orientationschedule.asp>

## GRADING:

<i>Item</i>	<i>Points</i>	<i>Percentage of total grade</i>
<b>Discussion forums</b>	300	30%
<b>Weekly quizzes</b>	300	30%
<b>Cash flow project</b>	200	20%
<b>Interviews</b>	200	20%

\*Grading thresholds: A = 93%, A- = 90%, B+ = 87%, B = 83%, B- = 80%, C+ = 77%, C = 70%, D = 60%, F = 59% and below. Grades will be rounded to the nearest whole number percentage.

## COURSEWORK:

Discussion forums: (25 points possible per week x 15 weeks: note that there is embedded extra credit since you only need 20 x 15 weeks for a perfect score) On Monday of each week, I will post several discussion questions to MyCR relating to the material we will be studying in class for the week. For each response each discussion forum topic, you will receive 10 points. You can also receive credit for responding to other students' responses to the topics for a maximum of 5 points each. Responses to the primary post(s) are due each Friday at 11pm. Responses to your classmates' posts are due each Sunday at 11pm.

Discussion responses should be formal and academic in their tone and style. It is expected that proper sentence structure, grammar and spelling are used in the discussions forum topic responses and also in the responses to student posts. The length of the discussion post will change weekly so look for my expectation of the deliverable in the instructions. Responses to student posts should be a solid and meaningful paragraph (3-4 sentences). Please see instructions for discussion forums posted under resources.

Weekly quizzes: (20 points possible per quiz x 15 weeks) On Monday of each week, I will post a quiz to MyCR that will test your comprehension of the course material from the week. You will have until Sunday at 11pm to finish the quiz. The format of the quizzes will be true/false, short answer and multiple choice. The questions are meant to test your ability to take exams and also to understand the material at a challenging level. Please prepare yourself before taking the exams. Please note the format of the quizzes is subject to change at the discretion of the instructor.

Cash flow final project: (200 points possible) This project will test your ability to analyze your personal income and expenditures. You will record your monthly income and spending for the month of November. You will review your financial position and look for ways to improve your “bottom-line” by developing a personal budget. More details will be provided later in the course.

Interviews: (67 points possible for each x 3 interviews) You will complete 3 interviews with 3 different business owners or managers to learn about the structure of their business. I will provide details later in the course concerning the deliverables.

Short lectures: I will post short lectures available under resources. These will be 5-10 minutes overviews of the important features of this week’s material along with helpful hints to help you ace the quizzes. No grade is given but I encourage you to listen in.

SCHEDULE: The below schedule is subject to change.

Week #	Week begins	Homework and Discussion Forum Due Dates	Exam Due Dates
1. Chapters 1 & 2: Intro to business & economics	01/20 to 1/26	Discussion Forum due 1/26	Quiz Chpts 1 & 2 due 1/26
2. Chapter 3: Business without borders	1/27-2/2	DF due 2/2	Quiz Chapt 3 due 2/2
3. Chapters 4 & 5: Business Ethics, CSR & communication	2/3 to 2/9	DF due 2/9	Quiz Chpts 4 & 5 due 2/9
4. Chapter 6 & appendix 2: Business formation & intro to business law	2/10-2/16	DF due 2/16	Quiz Chapt 6 & appendix 2 due 2/16 Interview #1 due 2/16
5. Chapter 7: Entrepreneurship	2/17-2/23	DF due 2/23	Quiz Chapt 7 due 2/23
6. Chapters 8 & 9: Accounting & finance	2/24-3/2	DF due 3/2	Quiz Chpts 8 & 9 due 3/2
7. Chapter 10: Securities markets	3/3-3/9	DF due 3/9	Quiz Chapt 10 due 3/9

8. Appendix (back of book): Personal finance	3/10-3/16	DF due 3/16	Quiz Appendix due 3/16
9. No assignments	3/17-3/23	Spring Break!	No assignments due
10. Chapters 11 & 12: Marketing & promotion	3/24-3/30	DF due 3/30	Quiz Chapt 11 & 12 due 3/30 Interview #2 due 3/30
11. Chapter 13: Distribution & pricing	3/31-4/6	DF due 4/6	Quiz Chapt 13 due 4/6
12. Chapters 14 & 15: Management, leadership & HR	4/7-4/13	DF due 4/13	Quiz Chapt 14 & 15 due 4/13
13. Appendix 1: Labor unions	4/14-4/20	DF due 4/20	Quiz appendix 1 due 4/20
14. Chapter 16: Information technology	4/21-4/27	DF due 4/27	Quiz Chapt 16 due 4/27 Interview #3 due 4/27
15. TBA	4/28-5/4	TBA	Quiz TBA due 5/4
16. Chapter 17: Operations management	5/5-5/11	DF due 5/11	Quiz Chapt 17 due 5/11
17. Finals week	5/12 to 5/16		Final project due (cash-flows summary) 5/14/2013

#### OTHER IMPORTANT DATES:

Last day...

...to drop the course with full refund: 01/31/2014

...to drop without a "W" (no refund): 02/02/2014

...to petition for graduation or apply for certificate: 03/06/2014

...for student initiated drop: 04/04/2014

#### POLICIES:

Attendance: This is a virtual lab course and therefore you are expected to be online around 2 to 3 times a week for around 9+ hours per week. Take some extra time during the first few weeks to familiarize yourself with the format of the online course in MyCR. **If you miss more than 2 of the first 5 assignments you will be dropped from the course.**

Make-up policy: No make-up opportunities will be possible or late work accepted unless there is an extreme circumstance preventing you from completing your work (for example, hospitalization). You are responsible for budgeting your time to allow for technical difficulties (for example, you are having a problem with your home/work internet connection). Extensions will only be given should there be an issue with MyCR.