

## **BUS 10 – Introduction to Business Syllabus**

**Semester & Year:** Spring 2015  
**Course ID and Section Number:** BUS 10 – E7185, E7188  
**Number of Credits/Units:** 3.0  
**Section # 1 - Day/Time:** **E7185** - MW 8:30AM – 9:55AM  
**Location:** HU 110 (Humanities Building)  
**Section # 2 - Day/Time:** **E7188** - MW 11:40AM – 1:05PM  
**Location:** HU 110 (Humanities Building)  
**Textbook:** BUSN 7 (7<sup>th</sup> Edition) – Kelly, McGowen, Williams (Cengage)  
**Instructor's Name:** Chris Gaines  
**Contact Information:** Office location: HU 108B  
Office hours: MW 10-11:30AM and by appt.  
Phone: 707-476-4564  
Email: [chris-gaines@redwoods.edu](mailto:chris-gaines@redwoods.edu) (preferred contact method)

### **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. Analyze situations and apply business terms and concepts to make business decisions.
2. Communicate effectively as writers, listeners, and speakers in social and business settings.

**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 DSPPS.

**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://www.redwoods.edu/District/Board/New/Chapter5/Ap5500.pdf>

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.

## Additional Policies, Assignments and Grading

**In-class Participation Policy:** Your presence and participation will greatly benefit the classroom experience for you and your classmates. For this reason, your final grade will be raised if your in-class participation is good, and penalized if your in-class participation is poor.

The following is a breakdown of 50% of your participation grade:

0 to 2 absences	<b>No Deduction</b>
3 or 4 absences	50 Point Deduction
5 or 6 absences	75 Point Deduction
<b>7 or more absences</b>	<b>Please see the “Excessive Absence Policy” below.</b>

**Excessive Absence Policy:** Missing 7 or more classes in this course will significantly impact your ability to succeed, and thus, is deemed “excessive.” Any student who is absent for 7 or more class sessions will be dropped from the course.

NOTE: If a fellow student signs the attendance sheet for you – you will both lose 100 points from your class total. If you sign the attendance sheet for a day that you were absent – you will lose 100 points.

Participants in intercollegiate events or students with employment conditions that will cause them to miss classes should see me to discuss attendance alternatives. The only exception to this attendance policy is for an unusual emergency, such as a prolonged illness or family emergency.

I will only make allowances for such an emergency if I am notified in **advance** that you will be unable attend class.

**Code of Conduct (The “other” 50% of your participation grade):** Professional conduct is built upon the idea of mutual respect. One-half of your class participation points will be determined based upon (but not limited to) the following criteria:

- **Attending the class.** Please see attendance policy above.
- **Arriving on time.** Late arrivals are disruptive to both lectures and class discussion, and show disrespect to those who are on time.
- **Actively participating in the Daily News discussions in class.** It is not enough to simply sit in your seat and listen. Please also contribute your thoughts and ask questions.
- **Minimizing disruptions.** All cell phones and pagers should be turned off during class. You should not leave and re-enter the class. You should avoid engaging in side conversations after class has begun.

- **Being prepared for class.** You should be ready to discuss any assigned readings and to answer any assigned questions for each day's class, including being ready to open a case assigned for that day.
- **Turning off your cell phone (or any other electronic device) prior to class.** Please turn your phones off prior to entering the classroom.
- **RESPECT.** You should act respectfully toward all class participants.

**Personal Income Statement Project:** The requirements for the Personal Income Statement project, and related assignments, will be discussed at length in class. In brief...you will track all expenses for a month (collecting every receipt) and estimate all sources of income for the month. We will discuss the importance of understanding your current financial position prior to creating and committing to a personal budget. After reviewing your current financial situation, you will analyze ways in which you can improve your "bottom line" through a personal budget.

**New Venture Presentation:** The requirements for the New Venture Exercise, and related assignments, will be discussed at length in class. In brief...a portion of each class session will be devoted to discussing the many challenges that an entrepreneur faces when starting a new business. Each team will be required to utilize course concepts, and the group's collective creativity, to create a hypothetical new venture. At the end of the semester, each team will be required to present their proposed venture to the class.

We will discuss topics related to the "art" of public speaking and the inevitable anxiety that we *all* feel prior to a speech or presentation. It is my hope that we can learn to harness our nerves related to public speaking and support each other in our presentations; as they say, "we are all in this together."

For your presentation, your team will be asked to play the role of the "decision makers" within an entrepreneurial start-up company. You will present your new venture concept to a classroom of potential investors. Your collective creativity, enthusiasm, and thorough research will either convince our class to invest in your new company...or not. We will discuss the requirements of the presentation at length in class. There will be two assignments due prior to your presentation date. These "deadlines" are meant to monitor your progress as a group, and to make sure that you are on the right track. Please refer to the class schedule for the due dates of these assignments.

**PLEASE NOTE: Attendance is required for all presentations; there will be no make-up presentations. If you fail to attend your scheduled presentation, you will not receive any points for your group work (regardless of contributions to the team effort prior to the presentation date).**

**Grading (The Bottom Line):** Grades will be assigned using the following performance measures:

Participation	100 Points
Midterm Exams (2 total)	200 Points
Team Contract Assignment	10 Points
Personal Income Statement Project	30 Points
Team Presentation – Peer Evaluation	10 Points
Team Presentation	100 Points
<b>Total Points Possible</b>	<b>450 Points</b>

**PLEASE NOTE:** The above point totals are tentative and subject to change. The final distribution of points may differ in particular categories depending on our progress throughout the semester. However, the above point total is a useful approximation of the requirements for succeeding in this course.

100% - 93%	A	92.9% - 90%	A-	89.9% - 87%	B+
86.9% - 83%	B	82.9% - 80%	B-	79.9% - 77%	C+
76.9% - 70%	C	69.9% - 60%	D	59.9% - 0%	F

If your final grade is “on the bubble” (e.g., 79% or 89%), **class participation and attendance** will be the deciding factor.

## Work Schedule

Week	Chapter (s)	Notes
Week 1	1	Please be sure to buy your textbook and login to our Canvas site to access course materials.
Week 2	2	Attend class, ask questions, and read materials.
Week 3	3	Attend class, ask questions, and read textbook.
Week 4	4	Attend class, ask questions, and read textbook.
Week 5	5	<b>No class on Monday, February 16<sup>th</sup> (Lincoln's Birthday).</b> Attend class, ask questions, and read textbook. Prepare for upcoming midterm by reviewing previous chapters.
Week 6	<b>Midterm Ch 1-5</b>	<b>Midterm # 1 (exact date TBD).</b> Attend class, ask questions, and read textbook.
Week 7	8	Attend class, ask questions, and read textbook.
Week 8	9	Attend class, ask questions, and read textbook.
Week 9	<b>SPRING BREAK</b>	<b>SPRING BREAK – ENJOY SOME TIME OFF.</b>
Week 10	10	Attend class, ask questions, and read textbook.
Week 11	10	Attend class, ask questions, and read textbook. Prepare for upcoming midterm by reviewing previous chapters.
Week 12	<b>Midterm Ch 1-5</b>	<b>Midterm # 1 (exact date TBD).</b> Attend class, ask questions, and read textbook.
Week 13	Group Work	Group work. New Venture project slides 6-11
Week 14	Group Work	Group work. New Venture project slides 12-13
Week 15	Presentations	Group work. Finalize, practice, and deliver presentations.
Week 16	Presentations	<b>Final presentations. Attendance mandatory to receive credit.</b>

**Note:** The work schedule above is **subject to change**. If you are absent for your group presentation, you will not receive credit for the assignment. Your final score will also be influenced by the feedback received from your peers via the Peer Evaluation form. This form is included on our Canvas site and the process will be discussed at length in class.