

Syllabus for: Introduction to Business	
Semester & Year:	Spring 2015
Course ID and Section Number:	BUS 10-V7189
Number of Credits/Units:	3
Day/Time:	On-going
Location:	Virtual Classroom
Instructor's Name:	Sandra Rowan
Contact Information:	Office location and hours: To be arranged Phone: N/A Email: sandra-rowan@redwoods.edu
Course Description (catalog description as described in course outline): An introduction to the trends and opportunities in today's dynamic 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) :	
<ol style="list-style-type: none"> 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 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.	
<p>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</p>	
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 ON-LINE COURSE SYLLABUS

COURSE NUMBER/SECTION/TITLE: BUS10 – V7189-2015S - Introduction to Business (On-line)

FACULTY MENTOR: Sandra Rowan, M.B.A.
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REQUIRED TEXT: Textbook: ***BUSN, 7th Edition***

AUTHORS: Kelly/Williams - COPYRIGHT: 2015, 2014 Cengage Learning

Student Edition with CourseMate ISBN: 10: 1-285-18782-2 **OR** 13: 978-1-285-18782-2

Student Edition without CourseMate ISBN: 10: 1-285-18783-0 **OR** 13: 978-1-285-18783-9

The publisher has provided the following information: BUSN 7 (with Introduction to Business CourseMate with eBook Printed Access Card) is the CengageBrain.com product link for this course. Once you click on this link it will direct you to the purchase page of the product adopted for this course.
<http://www.cengagebrain.com/shop/search/9781285187822>

You are not required to purchase your textbook from Cengage; I am just including the information. As always, the textbook can also be purchased at the campus bookstore.

In addition to the student learning outcomes listed above, you will also be able to do the following upon successful completion of this course:

- Recognize and understand common business vocabulary
- Understand basic business structures and organizations
- Understand the fundamental relationship between government and business
- Understand the basic principles of business activities and business ethics
- Identify and implement the 4 Ps of Marketing: Product, Price, Promotion, & Place
- Gain a better understanding of local, county, and state business activities
- Evaluate securities (stocks, bonds, money market funds) & investment strategies

Students New to the Online Environment: I highly recommend that you click on each of the menu buttons located on the left side of your screen when you open this class on MyCR. Review the information located in each menu. For instance, in the menu button listed as ‘Resources,’ you will find the PowerPoints for each chapter, along with other helpful resources. If you need assistance learning to navigate, there are tutorials to help you at <http://www.redwoods.edu/departments/distance/StudentResources.asp>.

Weekly Requirements

Each week I will list the assignments in the Announcements menu. It is crucial for you to check the announcements regularly. The following will also help ensure your success in this class.

- New assignments, quizzes, or exams are posted no later than Monday and will be due the following Monday by 11:55 p.m. unless otherwise indicated. I also communicate information to you through the Messages menu in MyCR.
- Set aside 6 – 12 hours per week to read the text, research assignments, take the quizzes/exams, and participate in the discussion forums.
- Refer to the syllabus and keep a calendar for due dates for assignments, quizzes, and exams.
- Participate in the Discussion Forum each week. Your participation earns you participation points at the end of the semester. **Participating in the Discussion Forum is also required if you want to pass this course.**
- Turn in assignments on time. I accept late assignments for up to one week only to receive partial credit.
- Communicate with me if you are experiencing a hardship that may prevent you from timely completing an assignment. By notifying me in advance, I may be able to work with you to arrange an alternate solution.
- Complete quizzes and exams before the due date. Once I release the answers, I cannot extend the due date or offer a make-up. Plan ahead to prevent technical difficulties from interfering with your ability to complete quizzes, exams, and assignments on time. If you have an emergency, such as a death in the family, please notify me immediately so we can arrange an alternate solution.
- Stay current on your reading, and make sure you understand assignment requirements so that you have enough time to complete and submit them timely. I generally allow one week to complete any assigned quizzes/exams, and at least two weeks to complete the specific written assignments listed in the Assignments menu.

I wish you the best with the class and remember to have fun with the material! Do not hesitate to contact me with any questions or concerns. If you have general questions, you may also post them on the message board or the forum entitled 'Questions.' Other students may have the same question, or may know the answer.

Assignments

- There are four (4) specific written assignments including summarizing articles, creating a PowerPoint presentation, working on a group project, and completing a stock investment write-up. All assignments, including discussion forum assignments, must have sources cited, as applicable, using the MLA style. Please refer to the MLA Guide available at the Library. Each of you wants to get credit for your work, and the authors of copyrighted information you cite want credit for theirs. **Copying and pasting information from the Internet, without citing the source and using quotations, is considered plagiarism, and may be grounds for receiving no credit for the assignment, or possible removal from the course.**
- Name your assignments in the Header Section of the page using your last name, first name, assignment number (see syllabus) as follows: Rowan,Sandra - Assignment 1 – Article Summaries
- Save and submit your files in one of the following file formats: .doc or .docx, .rtf, .xls or.xlsx (for the stock assignment), and .ppt or .pptx (for the PowerPoint assignment.) After you write a paper or complete an assignment, to save the file in .rtf (this stands for *rich text format*), click on the **File/Save As** command and choose one of those options as the **file type**. Save the file to your personal computer or flash drive so you can attach it to your submission. These are the only file formats I accept for me class, so if your assignment is returned to you, please correct the file format and resubmit within the time I specify so you can still earn credit for it.

- My goal is to grade and return your assignment within two weeks.

I understand that emergencies or difficult circumstances arise from time to time. If you have an emergency, and you contact me **BEFORE** an assignment due date, I will consider extending the deadline. My best advice is to not wait until the last minute to complete your assignments. The key is communication. Please keep me informed of any difficulties that may prevent you from achieving success so I can help you or direct you to someone who can.

Discussion Forums

- Since we have a new discussion forum assignment each week, once a discussion forum has closed, there will be no further opportunity to contribute. Students addressing all the requirements in their posts will receive full credit. I usually number the items so it will be easy for you to check off that you have completed all the requirements, so please read the requirements carefully.
- The forums are graded and you also earn participation points that are calculated at the end of the semester.
- Participation in Discussion Forums is required in order to receive a passing grade for the course.

Quizzes and Exams

- Quizzes and exams are posted to MyCR no later than Monday night each week. Some weeks may have two quizzes, depending on the chapters covered. They are due by 11:55 p.m. the following Monday, unless otherwise specified (during exam weeks or finals week.) Any delays in posting will result in an extension on the due date.

Instructor Contact

- The best way to communicate with me is by sending me a Message in MyCR. I try to respond promptly and will respond within 48 hours, excluding weekends and holidays. I receive numerous emails on a daily basis, so it is easy to miss one from a student. I want to respond quickly to your questions or concerns, so please use the Messages menu in MyCR.

Course Grades

I will base your grade for this course on these activities:

- written assignments, research papers, formal business communications
- online chapter quizzes
- exams based on reading assignments
- discussion forums
- participation points

The following chart shows the number of points assigned to each activity.

Assignment	Points Per Activity	Total
4 Assignments	25 or 50	175

15 Quizzes	10	150
4 Exams	50	200
15 Discussion Forums*	10+	150+
Participation Points	2	30
Potential Extra Credit	40	
Total:		705

* Some forums may be worth less than or more than 10 points.

I RESERVE THE RIGHT TO MAKE CHANGES TO THE SCHEDULE OF ASSIGNMENTS FROM WHICH YOUR GRADE WILL BE BASED, INCLUDING NUMBER OF ASSIGNMENTS, QUIZZES, EXAMS, AND FORUMS.

At the end of the semester, your total points will be used to determine your grade. Your points will be converted to percentages and your grade will be determined as follows:

100-94	A
93-90	A-
89-87	B+
86-83	B
82-80	B-
79-76	C+
75-70	C
69-60	D
59 or less	F

NOTE: A grade of “D” is not passing in terms of transferability to a four-year college or university.

Dropping the class

- Enrollment Services Calendar shows important dates for students. The last day to drop this course without a “W” on your transcript and receive a refund is January 30. Census date is February 2. The last day for student OR faculty initiated drops (and student receives a W on their transcript) is April 3.
- Please remember that faculty may drop students for not participating in classes as required. My policy for considering dropping students is if the student misses four quizzes OR four discussion forums OR three consecutive requirements (discussion forum, quiz, exam, or assignment.) I believe that students need to take an active role in their education, and if you are missing class by not participating, then your chances of success in this course will drop. Please refer to the Student Handbook for further information.

I reserve the right to make changes as necessary to any part of this syllabus. I will notify you of any changes required during the course.

See the following page for the schedule of activities, assignments, and quizzes/exams.

Read the Chart across for the weekly requirements, (including assignments with posted due dates.)

SCHEDULE OF REQUIRED READING, WRITTEN ASSIGNMENTS, QUIZZES, AND EXAMS FOR THE SPRING SEMESTER 2015

Week – Begins on Monday	Assigned Textbook Reading To Be Completed During This Week	Quizzes and Exams To Be Completed This Week →	Specific Assignments* Announced here →	Due Date of these Posted Assignments Listed Here ↓
Week 1 – 01/19/2015	Chapter 1	Quiz 1 – Syllabus Quiz 2 (Ch 1)		
Week 2 – 01/26/2015	Chapter 2	Quiz 3 – (Ch 2)		
Week 3 – 02/02/2015	Chapters 3 and 4	Quiz 4 – (Ch 3) Quiz 5 - (Ch 4)	Final Project Parts 1 and 2 Announced →	Part 1 Due February 16th Part 2 Due May 4th
Week 4 – 02/09/2015	Chapter 5	Exam 1 (Ch 1 - 5)	Assigned to Group Project Appendices	Group Project Due May 4th
Week 5 – 02/16/2015	Chapter 6	Quiz 6 – (Ch 6)	Assignment 1 - Article Summaries →	Due March 9th
Week 6 – 02/23/2015	Chapter 7	Quiz 7 – (Ch 7)		
Week 7 – 03/02/2015	Chapter 8	Quiz 8 – (Ch 8)	Extra Credit Balance Sheet	Due March 9th
Week 8 – 03/09/2015	Chapter 9	Quiz 9 – (Ch 9)		
3/16 – 3/21/2015	SPRING BREAK	SPRING BREAK	SPRING BREAK	SPRING BREAK
Week 9 – 03/23/2015	Chapter 10	Exam 2 (Ch 6 - 10)	Assignment 2 PowerPoint Slides →	Due April 20th
Week 10 – 03/30/2015	Chapter 11	Quiz 10 – (Ch 11)		
Week 11 – 04/06/2015	Chapter 12	Quiz 11 – (Ch 12)	Assignment 3 Appendix Groups →	Due May 4th (See Announcement)
Week 12 – 04/13/2015	Chapter 13	Exam 3 (Ch 11 - 13)		
Week 13 – 04/20/2015	Chapter 14	Quiz 12 (Ch 14)		
Week 14 – 04/27/2015	Chapters 15 and 16	Quiz 13 (Ch 15) Quiz 14 (Ch 16)	Final Project Part 2	Due May 4th
Week 15 – 5/04/2015	Chapter 17	Quiz 15 (Ch – 17)		
Week 16 – 05/11/2015 Finals Week		Exam 4 (Ch 14 - 17)		
	Final Exam and Appendix Extra Credit Quizzes Due Friday at 11:55 p.m.			
	Part 2 of the Final Project is Due on Monday May 4th, at 11:55 p.m.			

I reserve the right to make changes to this schedule including assignments and due dates.

Always check the weekly announcement.

* Assignments are announced on this date, but aren't due until the date posted in the 'Due Date' column.

As you read the syllabus, please read across the chart. The first column lists the week of class. The second column lists the chapters we will be reading and discussing that week. The third column shows the quizzes and/or exams that are scheduled that week. The fourth column shows the additional written assignments announced that week, if any. The last column shows the due date of the assignments announced in the previous column. For instance, in Week 9, I will announce Assignment 2– the PowerPoint slides assignment, which will be due April 20th. In Week 12, we will be reading Chapter 13 and taking Exam 3, which will cover chapters 11 – 13. If you have questions about how to interpret this schedule of activities, please contact me.

IMPORTANT:

Faculty members have the authority to drop students from class for non-participation even after census date, up until the last day for voluntary withdrawal from class (April 3rd). If you stop participating and wish to withdraw, you need to submit a withdrawal card through Web Advisor. I have the option to drop you if you meet the listed criteria, and I may do so to keep you from failing the course. However, the responsibility for your education belongs to you. If you believe you need to withdraw from the class and you don't know how, please ask. Please keep in mind that by law, you may only register for a class three times before you would need to take it from another institution.