

Syllabus for BUS 10- Intro to Business – Pelican Bay

Semester & Year	Spring 2017	
Course ID and Section #	BUS10 D2439	
Instructor's Name	Mrs. Johnson	
Day/Time	Monday 5:00-8:10 pm	
Location	Pelican Bay A Side	
Number of Credits/Units	3	
	Office Hours	Individual consultation or “office hours” may be provided by request and offered as is appropriate, and in compliance with, the regulations in place at PBSP.
Textbook Information	<i>Title & Edition</i>	BUSN 9 TH ED
	<i>Author</i>	KELLY + WILLIAMS
	<i>ISBN</i>	1-305-49732-5
Course Description		
An introduction to the trends and opportunities in today’s dynamic global business environment surveying economics, global business, social responsibility, ownership forms, entrepreneurship, management organization, marketing, accounting and financial management.		
Student Learning Outcomes		
<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 at 707-465-2352.		
Academic Support		
Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended Opportunity Programs & Services , for eligible students, with advising, assistance, tutoring, and more.		
Academic Honesty		
Your work must be your own. You must give credit (citations or references) to any source of information used in an assignment. Unless otherwise instructed, tests and assignments are to be completed by each individual student alone. When tests are administered there will be a “no talking” policy to allow each student to fully concentrate on his exam. If you finish your test before others, please review your answers, turn in your exam and then work quietly on other assignments while the rest your classmates are finishing their exams. If you have a question during the exam, please raise your hand.		
In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student’s status in the course is left primarily to the discretion of the faculty member. In such cases,		

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where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>. 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 website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; physically or verbally abusive behavior. In such cases, where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, he or she may be reported the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

<http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>.

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Creating a Respectful Classroom Culture

One of the most rewarding aspects of college is the opportunity to engage with people who have different opinions, life experiences, and values than oneself. Intellectual debate can be an important part of college culture. As such, students and faculty are expected to maintain a professional tone and to treat one another with respect, especially in moments of disagreement or controversy. This means listening actively and maintaining an attitude of openness to learning something new from those around you. Another aspect of professionalism is maintaining appropriate boundaries. Individuals may choose to share personal experiences as is appropriate to the content of the class.

Emergency Procedures for Pelican Bay:

Pelican Bay Custody will direct faculty and students if there is an emergency during a College of the Redwoods class meeting. In addition, all conduct guidelines and other relevant policies and procedures set forth by Pelican Bay State Prison will be adhered to by faculty and students.

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.

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Course Plan

Date	Assignments Due
Monday, Jan 16th	MLK DAY - NO CLASS
Monday, January 23 rd	Review Syllabus, Course Pre-Test
Monday, January 30 th	Read Chapter 1, Quiz 1
Monday, February 6 th	Read Chapter 2, Quiz 2
Monday, February 13 th	Read Chapter 3, Quiz 3
Monday, February 20th	PRESIDENT'S DAY - NO CLASS
Monday, February 27 th	Read Chapter 4, Quiz 4
Monday, March 6 th	Read Chapter 5, Quiz 5
Monday, March 13th	SPRING BREAK – NO CLASS
Monday, March 20 th	Mid Term Exam (Chapters 1-5)
Monday, March 27 th	Chapter 6, Quiz 6
Monday, April 3 rd	Chapter 7, Quiz 7
Monday, April 10 th	Chapter 8, Quiz 8
Monday, April 17 th	Chapter 11, Quiz 9 (Chapter 11)
Monday, April 24 th	Chapter 14, Quiz 10 (Chapter 14)
Monday, May 1 st	Final Exam – Cumulative (all covered chapters)
Monday, May 8 th	Team Presentations

Course outline/plan is subject to change. If class is cancelled due to a Pelican Bay security concern, students are expected to follow the syllabus as outlined above. There will be no late work penalties resulting from class cancellations beyond the student's control.

Assignments	Semester Points Possible
Class participation	100
Quizzes (10 points each)	100
Current Events (10 points each)	50
Mid Term Exam	100
Final Exam	100
Team Project	50
Total Possible Points	500

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

Class Participation

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Students are expected to come to class prepared to discuss the assigned reading for the week. In order to meet the learning objectives of this course, students will contribute ideas to class discussions, and actively participate in classroom activities including frequent group work. Balance will be created by asking introverted students to “step up” and share their thoughts and ask questions while extroverted students will learn to occasionally “step back” and encourage others to participate actively. At the end of the semester, each student will self-evaluate on their overall class participation grade.

Reading Quizzes

There will be one quiz for each assigned reading chapter. The quiz will cover key topics including business terms.

Current Events

Students will present 5 current events throughout the semester. Each presentation will include the following items:

- 1) What article did you read?
- 2) What interested you in this article?
- 3) How does it connect to concepts covered in the textbook? Cite specific concepts.
- 4) What did you learn?
- 5) What do you want to know more about? What questions do you have now?

Mid Term Exam

There will be a mid-term exam that will cover the first 5 chapters of the textbook. The mid-term will include at least one case-study or business scenario so that students can demonstrate their ability to apply business concepts to real-life situations.

Final Exam

The final exam will include concepts from all assigned chapters. Key concepts, business terms and case-studies will be utilized.

Team Project

Students will work in teams of 3-5 people to complete a cumulative project. Projects will be presented to the class at the end of the semester. Each team member is expected to contribute to the creation of the report and the formal presentation. Students will also give feedback to the other groups as part of their overall participation grade. Each team may choose from one of two options:

Option 1: An in-depth analysis of an existing business

Report will include:

- Description of the business including SWOT analysis
- Timeline of historical milestones, turning points, set-backs, leadership changes etc.
- Projections

Option 2: Creation of a new business venture

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Report will include:

- Business Description with SWOT analysis
- Marketing Plan
- Projections
- Financial Plan

More details will be provided in class regarding specific expectations and the rubric for grading of the team project.