

Syllabus for BUS 10- Intro to Business – Pelican Bay

Semester & Year	Fall 2018	
Course ID and Section #	BUS 10 (046673) D6673	
Instructor's Name	Mrs. Johnson	
Day/Time	Monday 5:00-8:10 pm	
Location	Pelican Bay B Yard	
Number of Credits/Units	3	
	<i>“Office Hours”</i>	Individual consultation or “office hours” may be provided by request and offered as needed within the guidelines of Pelican Bay State Prison Policy and Procedures.
Textbook Information	<i>Title & Edition</i>	BUSN 10
	<i>Author</i>	Kelly + Williams
	<i>ISBN</i>	13: 978-1-337-11669-5
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"> Analyze situations and apply business terms and concepts to make business decisions. Communicate effectively as writers, listeners, and speakers in social and business settings. 		
5 Course Objectives:		
<ol style="list-style-type: none"> Cite the various ways the U.S. Government affects, restricts and protects business. Define business ethics and explain the role of social responsibility in an organization. Define and describe the key management functions of planning, organizing, leading and controlling. Describe and identify how technology impacts all the primary functions of business. Identify how business operates in an international/global environment including legal, social, cultural and interdependence and integrated financial markets. 		
3 Skills:		
<ol style="list-style-type: none"> Read and understand assignments. Work as a productive member of a team. Understand that business can be fun, rewarding, and beneficial to society. 		
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, or filling out an “ASK C/R” sheet.		

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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

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, 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>.

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.

Emergency Procedures: Pelican Bay

Students and faculty will follow the emergency protocols of Pelican Bay State Prison. Students are expected to be familiar with, and adhere to all safety procedures and guidelines pertinent to the location of their class. Pelican Bay Custody will be consulted for guidance with any safety concerns.

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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Tips for Success in this Class

- 1) Read each chapter once all the way through. Then go back and read it again, taking notes on key concepts and examples. This will improve your retention.
- 2) Create a work plan/schedule; set aside enough time out of class to complete each assignment and feel ready and prepared for each class meeting and all tests.
- 3) Practice using professional business language. Try out new words and relate them to real life things. This will increase the value of this class for you personally.
- 4) Ask others for help. If possible, form a study team. Quiz one another. Practice your presentation in front of others and ask for honest feedback. It is even good to practice in front of someone who is not in the class to test your ability to convey information in an understandable way.
- 5) Learn the dance of participation. Learn when it is appropriate to Step Up and when you need to Step Back. If you are a quiet person by nature, challenge yourself to ask more questions in class. If you are an enthusiastic participant by nature, practice active listening and step back now and then so others will step up. Be a mentor. Lead by example.

Course Assignments

Current Events

Students will present 5 current events throughout the semester. **(10 points each/ 50 points total)**

A written one page summary will be presented and will include responses to the following questions:

- 1) What article did you read? (Title, Source, Date)
- 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?

Personal Finance Budget : (50 points)

Students will complete a personal budget. This activity is designed to enhance student's awareness of how to manage their personal finances and create a realistic spending plan. (50 points)

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New Business Venture Project: (200 points total)

Working in teams is essential in the business world today. To simulate this experience, students will join or be assigned to a team with 3-5 peers. In brief, the new venture project will consist of the following sub-components:

- **Team Contract:** Each team will discuss team member strengths and negotiate a division of duties. They will put this agreement in writing, sign it, and deliver a copy of that agreement to me. (25 points)
- **Executive Summary:** Each team will write a 2 page (500 word) executive summary describing their new venture and the opportunities and challenges associated with it. Teams will swap executive summaries and will participate in a constructive critique exercise. Then each team will receive a critique and may use that to revise and re-submit their final draft. (75 points)
- **Business Venture Presentation:** Each team will present an oral presentation about their new business venture including how their product or service will fill a need or want and the highlights of the startup costs and income projections. Visual aids are required. All team members must speak during the presentation. (75 points)
- **Peer Reviews.** Members of your New Venture Team will grade your participation during the project. Their evaluation of your contribution could change your project grade, which will affect your final course grade. (25 points)

Tests – (100 points each/500 points total)

There will be 5 tests covering five sections of the textbook. Each test will be worth up to 100 points. One test will be a take home, open-book exam. In class exams will not be open book but one page of notes will be allowed.

Tests will cover main concepts, business terminology, and will require students to understand concepts well enough to provide and/or analyze a real life example or case study.

Class Participation (200 points)]

Active participation in class is a major part of the learning experience. Participation points will be earned by doing the following: showing up, maintaining professional language and demeanor, listening actively to others, engaging in classroom discussions and activities, completing assignments on time and coming prepared to learn (i.e. do your reading!)

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Course Grade - Minimum threshold for earning each letter grade is as follows:

A	95%	950 points	B+	87%	870 points
A-	90%	900 points	B	83%	830 points
			B-	80%	800 points
			C+	77%	770 points
			C	73%	730 points
			D	63%	630 points
			F	Less than 63%	0-629 points

Below is an outline of the course. This outline is subject to change. Students are expected to follow the outline unless otherwise informed of a change, by the instructor.

Date	Assignment	Points
08/20/18	Begin Reading Part 1	
08/27/18	Team Contract	25
09/03/18	Labor Day No Class	
09/10/18	Take Home Test 1, Read Part 2	100
09/17/18		
09/24/18	Test 2	100
10/01/18	Read Part 3	
10/08/18	Draft – Executive Summary	
10/15/18	Test 3	100
10/22/18	Read Part 4	
10/29/18	Personal Finance Budget	50
11/05/18	Test 4 Read Part 5	100
11/12/18	Veteran's Day No Class	
Nov 19-24	Thanksgiving Break No Class	
11/26/18	Team Presentations & Final Draft Executive Summary	175
12/03/18		
12/10/18	Test 5	100