Course Information

Semester & Year: Spring, 2022
Course ID & Section #: BUS-10-E1731 (051731) Intro to Business
Instructor's name: Matthew Cendejas
Day/Time: Online

Location: HU112

Number of units: 3

Instructor Contact Information

Phone number: 707-498-3212
Email address: matthew-cendejas@redwoods.edu
Office location: Online
Office hours: By zoom appointment. Email me to schedule

Required Materials

Textbook title: BUSN
Edition: 11th
Author: Marcella Kelly, Chuck Williams
ISBN: 9781337407120

Catalog Description

This class is 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.

Course Student Learning Outcomes *(from course outline of record)*

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

Evaluation & Grading Policy

I will update grades on canvas weekly.

Late Assignment Policy: There is NO LATE WORK accepted

Grading Scale: A = 94% and above A- = 90% - 93% B+ = 87% - 89% B = 83% - 86% B- = 80% - 82% C+ = 77% - 79% C = 73% - 76% C- = 70% - 72% D+ = 67% - 69% D = 63% - 66% D- = 60% - 62% F = below 60%

Grading Rubric:

TWO BOOK EXAMS (50 points each)	100 POINTS
STOCK PORTFOLIO ASSIGNMENT	100 POINTS
BUSINESS PLAN WEEKLY ASSIGNMENTS (12 total)	250 POINTS
120 SECOND ELEVATOR PITCH	100 POINTS
QUIZZES (10 POINTS EACH)	150 POINTS
DISCUSSION FORUM POSTS	250 POINTS
PROFESSIONAL DEVELOPMENT ASSIGNMENTS (Resume & Cover Letter)	50 POINTS

TOTAL POINTS FOR THE SEMESTER	1000 POINTS

Grading Policy:

All grades will be assigned after a careful examination of the work submitted. Any disagreements concerning the grading of assignments, exams or project must be resolved within three weeks of receiving the grade. No adjustment will be made after this period.

Special accommodations statement

ADA Compliance:

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 accommodations, please see me or contact Disability Services and Programs for Students. Students may make requests for alternative media by contacting DSPS based on their campus location:

· Eureka: 707-476-4280, student services building, 1st floor

· Del Norte: 707-465-2324, main building near library

· Klamath-Trinity: 530-625-4821 Ext 103

Student feedback policy

I will write feedback on some of your work submitted/turned in and I encourage you to ask me questions if you are concerned or curious on a grade. You can contact me via email any time of the hour, any day. And you can text me anytime during the daytime if you have questions about anything. Also, please read the feedback I give you on your coursework. Some of your assignments may require revisions and my feedback should either; let you know what you did great on, what you could think about for your next re

EXAMS

Our Exams will be taken on Canvas.

There are two exams, a midterm and a final.

EXPECTATIONS

Here are a few of my expectations that will help create an awesome class environment.

- Be respectful to your classmates via the weekly discussions on Canvas
- Be respectful to classmates who have different opinions
- When someone is speaking during class, give them your attention
- Be open to listening to various opinions
- Encourage one another to speak up during class discussions
- When you get assigned to your group, exchange contact information so you have a class buddy to text/email and ask questions
- What are you hoping to get from this class?

Academic dishonesty

In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left 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/or exam 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. 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 behavior

Student behavior or speech in class or in the discussion posts that disrupts the learning environment 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; and 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, the student 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. 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.

Class participation and Attendance policy

Your participation points in this class are calculated by your participation in the discussion forum posts each week, responding to classmates discussion posts and turning your assignments in on time.

Communication Guidelines

I prefer email as a way of communication; however, my phone number is on the syllabus and if you need to know something and the due date is approaching and you think texting me would be quicker that it totally fine. I won't mind if you text me and have a question. Just consider using email if there is enough time for you to get a response within 24 hours. I will respond to you within 24 hours, however on weekends there is a chance I will have no service and not get back to you until late Sunday or early Monday.

As a reminder there are privacy rights. Including the legal rights of students that prevent information from being disclosed to anyone (including parents/guardians) without the student's prior written consent. So you can feel safe to let me know something going on in your life that will distance yourself from a class assignment or discussion posts. I understand that life can happen, things come up, etc. Just let me know so I can be aware that maybe you will need an extension on an assignment. And I will accommodate you if you let me know before an assignment/quiz is due.

Regular Effective Contact

This learning experience can be enhanced with the more communication you have with each other and with your instructors. I will give you feedback on assignments and reach out to me anytime if you would like to have a further discussion about the grade or material. I am available for online "office hours". Send me an email if you would like to discuss class material over zoom.

If you have a business you are running, wanting to start or in a prototype phase of something great, let me know! I would love to chat business with any aspiring entrepreneur. You can write me back after I give you feedback if you want to have a conversation about the assignment or my feedback. I think the more we communicate, the more you will get out of this class.

Policies - additional

Be active on the discussion posts.

You will lose points if you do not post in the discussion AND a respond to TWO classmates posts each week.
10 points for posting in the Discussion
5 points for TWO reply's
= 20 points for each discussion

I can't express it enough how important it is that each student is active and engaging on the discussion post. The more communication there is between students and the more ideas you spread with each other the better!

A LIST OF ONLINE BUSINESS SOURCES

Here is a list of websites that are sustainability focused business sites! You may find them useful during the semester. They could come in handy to reference for discussion forum posts too!

http://grist.org/

http://www.greenbiz.com/

http://www.theguardian.com/sustainable-business

http://www.treehugger.com/

https://netimpact.org/

http://www.theguardian.com/environment   http://www.enn.com/

http://www.thepeoplesnews.net/

http://www.corporateknights.com/channels/

http://www.sciencedaily.com/news/earth_climate/sustainability/

http://www.huffingtonpost.com/news/sustainability/

Proctoring

I will not have any proctored exams. Our exams will be in canvas under "Quizzes"

Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact Admissions & Records to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the Student Information Update form.

Canvas Information

Log into Canvas at https://redwoods.instructure.com
Password is your 8 digit birth date
For tech help, email its@redwoods.edu or call 707-476-4160
Canvas Help for students: https://www.redwoods.edu/online/Help-Student
Canvas online orientation workshop:
https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources

Technology skills, requirements, and support

Students can obtain a free Office 365 license (includes Word, Excel, PowerPoint and more) with a valid CR email.

Necessary Computer Skills **-** [instructor: identify the computer skills necessary for students to succeed in your course.]

Technology Requirements (computer, other hardware, and software) **-** [instructor: identify the computer requirements and any hardware or software necessary for students to succeed in your class.]

Technology Support **-** [instructor: identify your role in providing technology support]

Before contacting Technical Support please visit the Online Support Page. For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact its@redwoods.edu or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Gender-Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is gender-inclusive and non-sexist to affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Gender-inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, humankind versus mankind, etc.), affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression.

Student Support Services

The following online resources are available to support your success as a student:

·   CR-Online (Comprehensive information for online students)

·   Library Articles & Databases

·   Canvas help and tutorials
·   Online Student Handbook

Counseling and Advising offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- Academic Support Center for instructional support, tutoring, learning resources, and proctored exams.
- Library Services to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing Center

Special programs are also available for eligible students include

·   Extended Opportunity Programs & Services (EOPS) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.

·   The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in Eureka or in Del Norte

·   The Veteran's Resource Center supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

·   Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

·   The Honors Program helps students succeed in transferring to a competitive four-year school.

COURSE CALENDAR

You can view our course calendar by clicking on the "Syllabus" Tab in our class homepage on Canvas or on the right side of our canvas page you should see a link that says "View Calendar".