

**SADDLEBACK COLLEGE  
BUSINESS SCIENCE DIVISION**

**BUS 1 – INTRODUCTION TO BUSINESS  
COURSE SYLLABUS  
SPRING 2012**

**ACCELERATED 12-WEEK “HYBRID” CLASS**

**Instructor:** Barbara Cox, Ph.D.

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**Office:** BGS, Room 210

**Office Hours**

Wednesday: 11:00 a.m. to 3:00 p.m.

5:00 p.m. to 6:00 p.m.

And by appointment

**Class Time and Location**

Ticket Number 13300 meets Tu 1:30p.m. to 2:50p.m. in BGS 232 and meets from 1/9 to 4/10/2012

Ticket Number 13430 meets Tu, 3:00p.m. to 4:50p.m. in BGS 232 and meets from 2/7 to 5/7/2012

Ticket Number 13545 meets W 3:00p.m. to 4:50p.m. in BGS 232 and meets from 2/7 to 5/7/2012

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**COURSE DESCRIPTION:**

Survey of business concepts designed to provide an awareness of business as a major sub-group of society. Promotes an appreciation for business ownership, organization and functions, and the systems, technology, and controls through which business organizations operate. Stimulates critical thinking regarding the role business plays in economics and its effect on people as members of society. Course may be offered by mediated mode of instruction.

**COURSE OBJECTIVES:**

Upon completion of this course, the student will be able to:

1. Describe the various organizational structures in business.
2. Explain and illustrate the various principles of management.
3. Evaluate the role of global business and the interrelationships of government and society.
4. Differentiate between the various functions of business (financing, personnel relations, production, marketing, and management control).
5. Assess the ways in which technology has impacted modern business practice.

**STUDENT RESOURCES: PAY ATTENTION!** This is a little complicated.

- **TEXT**
- **“CONNECT” (or Connect Plus) ONLINE ACCESS**
- **BLACKBOARD.**

You need (1) the textbook, and (2) either the “CONNECT” (no eBook) or the “CONNECT PLUS” (includes eBook) access code. You **MUST** have **BOTH** the text and the access code. The required text is: *Understanding Business*; Nichols/McHugh/McHugh; McGraw-Hill, **9th Ed.**

Purchase the book and access code **AS SOON AS YOU CAN!** WE USE IT FROM THE START.

*You have several choices for acquiring the text and access. Three are listed below.*

**Whatever you decide, do it right away!**

**1. YOU CAN BUY THE BOOK WITH THE “CONNECT PLUS” ACCESS CODE TOGETHER AT THE BOOKSTORE:**

Looseleaf textbook *Understanding Business* with CONNECT PLUS access Shrinkwrapped ©2010, ISBN □ 13 9780077593001 [for the combo.](#)

Note that the price for the looseleaf version WITH The CONNECT PLUS access code is \$101. We were able to obtain this price for the combo by combining our book order with another college to get a bigger discount for students. This is actually less than the hard cover text without the code. It is actually only 50 cents more that Connect Plus without a book ... hello?

**2. If you have a book (borrowed, used, rented, etc.) or want to buy a used book online or rent one, this is the textbook ISBN you need: 13 9780073511702.**

If you get a book without CONNECT, you will need to purchase the CONNECT access code, you can purchase the code online at your instructor’s CONNECT URL, see below. At this URL, you will be given the option to purchase Connect for \$40 (assignment content only, no eBook) or Connect Plus (includes eBook) for \$101 (assignment content with integrated eBook).

**3. You may purchase Connect Plus (with the eBook) for \$101 and not buy the textbook**

IF you are sure that using an eBook is a good way for you to learn and read. And remember, the whole package with the paper book is only 50 cents more at the bookstore.

To access your section in CONNECT, enter your Blackboard course and click on the CONNECT link in the main menu.

## BLACKBOARD LEARN

Blackboard Learn is an online learning system that we use for some distance education and “hybrid” courses. Here's a link to Blackboard: <http://soccdd.blackboard.com>. (There is also a link on your personal Saddleback “My Site” page.)

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## Blackboard Username and Password

To access Blackboard:

- In the blank space next to “user name,” type the first part of your *Saddleback* email user name (e.g., jdoe67). If your Saddleback email address is hgoff04@saddleback.edu then your username would be hgoff04.
  - Your password is your SADDLEBACK email password (default is your student PIN or the last four digits of your social security number + two zeros). IF YOU CHANGED YOUR E-MAIL PASSWORD, THAT PASSWORD WILL ALSO BE YOUR BLACKBOARD PASSWORD.
  - Click the LOGIN button.
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## ASSIGNMENTS AND TESTS

Just as the focus of the course is wide enough to include the world and business within it, the course work and assignments are broad enough to include various forms of student evaluation including writing and critical thinking, classroom and online participation, and teamwork.

1. Four Tests\* 40% of grade
2. Participation and Assignments\*\* 60% of grade

**\*No make up for missed exams! A student who will miss an exam must make arrangements with the instructor for alternate testing *prior* to the scheduled exam.**

**\*\* Sorry, no credit for late work!**

Students will use the Internet (CONNECT and Blackboard) for online instruction, quizzes, exams, online discussions, and e-mail as well as other assignments. Students may use computers in a campus lab or their own computers for these assignments.

Updates, assignments, content, and other information will be posted on Blackboard.

**Students are responsible for checking Blackboard and CONNECT on a REGULAR BASIS.**

**Homework may include several group projects.**

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## **POLICIES AND PROCEDURES:**

Take charge! Be responsible for your learning! Students are expected to READ the text as assigned; COMPLETE HOMEWORK; PARTICIPATE in class; WORK WITH OTHERS ON GROUP assignments; TAKE EXAMS.

Class attendance is important! We conduct activities that count toward your grade. Absences will hinder progress and influence your grade.

**IMPORTANT:** See the College Catalog and the Student Handbook for a summary of student responsibilities and college regulations. *All regulations specified in the college catalog and the student handbook are hereby incorporated by reference into this syllabus and apply to all students enrolled in this class.* Violation(s) of the “Code of Conduct” outlined in the Saddleback College Student Handbook will be subject to the disciplinary actions described therein.

Four exams will be used to test your knowledge of the subject matter. The tests will include online learning, class room activities and other learning as well as all textbook and other reading. The exams may be in class, online, or a combination thereof.

The class format is group and class discussion. BE PREPARED to participate and discuss questions in class by keeping up with assigned reading, homework, and thinking! Complete the reading and any online instruction before the class that builds on that topic. In class, we will work to apply what you have learned so that you have “real world” (or as close to it as we can get) experience.

Use of cell phones or paging devices, including texting, during class is unwelcome and will result in loss of credit for class participation.

To drop? If you wish to drop, you must do so yourself. Your instructor CANNOT do this for you. **IMPORTANT:** If you decide to drop the class, do so before the “Drop Without Penalty” date! Failure to do so will result in a W or an earned grade on your transcript.

*Office hours provide an opportunity for you to meet with the instructor if you wish. How can I help you? Students with disabilities should discuss possible accommodations with the instructor. All information will remain confidential.*

*You will have a week-by-week assignment matrix in Blackboard. It will serve you well to print it and keep it handy so you don't miss deadlines or exams!*