

**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION**

**BUS 1 – INTRODUCTION TO BUSINESS
COURSE SYLLABUS
TICKET NUMBERS 17185 and 18705
SPRING 2009
1/12/2009 to 5/21/2009**

Instructor: Barbara Cox, Ph.D.
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Office Hours

Tuesday: 1:20 p.m. to 2:20p.m.
Wednesday: 3:20 p.m. to 4:20 p.m.
Thursday: 2 p.m. to 5 p.m.
Office: BGS, Room 210

Class Time and Location

Ticket Number 17185 meets T Th, 10:30a.m. to 11:50a.m. in BGS 235
Ticket Number 18705 meets T Th, noon to 1:20p.m. in BGS 235

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:

Required Text: *Understanding Business*; Nichols/McHugh/McHugh; McGraw-Hill, 8th Ed.; ISBN #0-07-310597-X

Note: Audio CDs to accompany this textbook are available by special order through the Bookstore. These are NOT required, but are available to students who wish to benefit from auditory learning.

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, often facilitated by participation and teamwork.

1. Six Knowledge Checks* 60% of grade

2. Homework** 30% of grade

3. Class Participation 10% 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! (Submit in class for credit.)**

Homework will include several group projects.

Students will use the Internet for blogging and e-mail as well as other assignments. Students may use computers on campus or their own computers for these assignments.

Updates, assignments, and other information will be posted on Blackboard. . Students may use computers on campus or their own computers for these assignments.

POLICIES AND PROCEDURES:

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

Class attendance is important! 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.

Six exams will be used to test your knowledge of the subject matter. The tests will cover the class room activities and other learning as well as all textbook and other reading.

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!

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 through Admissions and Records by the applicable drop deadlines published in the current schedule of classes (also shown at the end of this document). Your instructor CANNOT do this for you.

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.

IMPORTANT DATES

First Week of Class Begins: Monday, 1/12/2009

First Class Meeting on: Tuesday 1/13/2009

Add without Instructor Permission by: Monday, 1/12/2009

Drop with Refund by: Friday, 1/23/2009

Elect CR/NC by: Thursday, 2/19/2009

Drop without 'W' Grade by: Friday, Thursday, 2/19/2009

Drop with 'W' Grade by: Thursday, 4/9/2009

Last Week of Class Ends: Thursday, 5/21/2009