

**SADDLEBACK COLLEGE  
BUSINESS SCIENCE DIVISION**

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

**TICKET NUMBERS** 19340 and 19345

**SPRING 2010**

**FIRST EIGHT WEEKS: 1/11/2010 to 3/21/2010**

**SECOND EIGHT WEEKS: 3/22/2010 to 5/20/2010**

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

**Phone:** (949) 582-4818

**Email:** bcox@saddleback.edu

(Email is faster than telephone!)

**Office:** BGS, Room 210

**Office Hours will be posted in Blackboard.**

**Class Time and Location**

First eight weeks, Tkt 19340: Wednesdays 3:00PM - 4:50, BGS 235

Second eight weeks, Tkt 19345: Wednesdays 3:00PM - 4:50, BGS 235

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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:**

You need (1) the textbook, and (2) the 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.

**YOU CAN BUY THE BOOK WITH THE ACCESS CODE TOGETHER AT THE BOOKSTORE:**

Looseleaf textbook *Understanding Business with ONLINE ACCESS* Shrinkwrapped

©2010, ISBN-13 9780077400316

The price for the looseleaf version **WITH** access code is less than the hard cover without the code.

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

OR if you have a book or want to buy a used book online, then get this ISBN and buy the Access separately, ISBN below.

BOOK Understanding Business HARDCOPY:

©2010, ISBN-13 9780073511702 but this is a new book and it will be difficult to find a used one at a reasonable price.

TO PURCHASE THE ONLINE ACCESS CODE BY ITSELF

GO TO [http://www.mhprofessional.com/mhhe\\_product.php?cat=108&isbn=0077338421](http://www.mhprofessional.com/mhhe_product.php?cat=108&isbn=0077338421)

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, which may be by participation and teamwork.

1. Four Knowledge Checks\* 40% of grade
2. 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 for quizzes, exams, online discussions, and e-mail as well as other assignments. Students may use computers on campus or their own computers for these assignments.

Updates, assignments, content, 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 ASSIGNMENTS; 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.

Four exams will be used to test your knowledge of the subject matter. The tests will cover the assignments as well as all textbook and other reading.

Use of cell phones, including texting, during class is unwelcome and will result in loss of credit.

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. How can I help you? Students with disabilities should discuss possible accommodations with the instructor. All information will remain confidential.*

## **IMPORTANT DATES**

Check the online schedule for the current semester's deadlines. You will find it by clicking on "Details" for the course.

## **IMPORTANT GRADE INFORMATION**

The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call for grade information. Your performance score/grade will be mailed to you if you provide your instructor with a self-addressed, stamped envelope or postcard at the Final Exams, or you may go to <http://www.socccd.org/grades>.

If you decide to drop this course, you must go to the Office of Admissions and Records in the Student Services Building.

If you fail to officially drop and do not complete the course, you will receive an "F" on your permanent record. This is a College rule. Your instructor cannot change it.

## **Disability Accommodations**

If you have specific disabilities and require accommodations, please let me know early in the semester, so that your learning needs may be appropriately met. You will need to provide documentation of your disability to the Special Services Office in Student Services Center, Room 113.

Students with disabilities, including non-visible disabilities such as chronic diseases, learning disabilities, head injury and attention deficit disorder, are encouraged to contact the instructor to discuss appropriate accommodations that might be helpful to them.

Students with disabilities who may need academic accommodations should discuss options with their professors during the first two weeks of class.

Any student with a documented disability needing academic adjustments or accommodations is requested to speak with the instructor. All discussions are and will remain confidential

## **SCHEDULE OF *READING* ASSIGNMENTS**

<b>WEEK</b>	<b>READING DUE</b>
1	Chapter 1
2	Chapters 2, 3
3	Chapters 4, 5
4	Chapters 6, 7
5	Chapters 8, 9, 10
6	Chapters 11, 12, 13
7	Chapters 14, 15
8	Chapters 16, 17