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## Syllabus: **BUS100**

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<b>Course Information</b>	
Course Prefix/Number: Semester: Spring 2020 Class Days/Times: Online	Credit Hours: 3 cr. Hr. Course Title: Introduction to Business Room: Online

<b>Instructor Information:</b> Name: Neal Wade	Phone/Voice Mail: 520-383-0039 Text: 520-403-0002 (include name and class in text) E-mail: Nwade@TOCC.edu Office location: Ha Mascamdah Ha Ki #120 Office hours: By Appointment
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**Course Description:** Introduction to Business Principles of business operations in the private enterprise system. Includes contemporary business and its environment, structure of American business, management principles of the organization, people, and production, marketing management, information systems and accounting, and financing the enterprise.

### Course Objectives:

1. Prepare the students for a career in the field of business
2. Develop an understanding of the business processes
3. To help develop organizational skills required in business
4. Review the history and development of business in the United States
5. Develop the correlation between people and business

### Student Learning Outcomes

**Upon satisfactory completion of this course, students will be able to:**

1. Discuss the historical and contemporary aspects of the private enterprise system including the related environments of economics in the United States, international business, social responsibility, and business ethics.

2. Analyze the structure of American business, emphasizing the forms of business ownership, entrepreneurship, small business operations, business financing, and total quality management.
3. Describe the principles of managing organizations, people, and production including the management of internal organizations, operations, human resources, effective teamwork, business communication, and labor-management relations.
4. Describe the principles of marketing management including customer satisfaction, product and pricing strategies, distribution strategy, and promotion strategy.
5. Explain business information systems and accounting procedures.
6. Explain the principles of financing in the private enterprise system focusing on financial management principles, the operations of financial institutions, and an overview of the securities markets.

**Course Structure:** This course will consist of the reading the Textbook, Videos, Online Discussions, A research project and end of chapter quizzes. There will also be reflection papers assigned at various times.

**Texts and Materials:** Required : Introduction to Business: Gitman, McDaniel, Shah, Reese, Kafal, Talsma & Hyatt

<https://openstax.org/details/books/introduction-business>

An Internet connection

Recommended but not required: Microsoft Word or another word processing application

**Evaluations and Grading & Assignments:**

90% and above is an A

80 – 89% is a B

70 – 79% is a C

60 – 69% is a D

Under 60% is Failing

**Your grade will be determined by the following:**

Your grade will be determined by the accumulation of points earned through the completion the required assignments in a timely manner

*. Himdag Cultural Component: This class will incorporate aspects on how business impacts the Tohono O’odham culture for individuals and groups.*

**Policies and Expectations:**

-Attendance: As this is an online course attendance will not be taken as such. Participation in the dicussions and the timely submissions of assigned work will be used instea.

-Late assignments: work completed and submitted after the due date but before the assignment is closed will be assessed a 1 point penalty per day late. Late work will not be accepted after the assignment is closed.

-Course feedback: The instructor will provide feedback to the student as needed.

-Participation and student behavior :Class participation and preparation are essential to student success. Students must read textual material, prepare for projects, and complete required research.

-Student expectations: Students will complete the assignments in a timely manner. Communications between individual students and the instructor will be done through, Canvas, e-mail or texting.

-Academic integrity/plagiarism: Violations of scholastic ethics are considered serious offenses by Tohono O’odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O’odham Community College.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an “F” for the assignment, and at the instructor’s discretion, possibly an “F” for the course. If you are uncertain about proper citations ask your instructor or the librarian.

### **Attendance Policy**

You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in withdrawal and a “W” or “Y” will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible (approved by Faculty Senate April 2014).

### **Incomplete Policy**

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. The student must have unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a “C” grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

### **Instructor Withdrawals**

Students who have missed four consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, due on [date of 45th day found in Academic Calendar on TOCC website] are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion. [faculty members should be clear in their withdraw policy, if you do not withdraw students please note in appropriate sections].

### **Student Withdrawals**

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by [withdrawal deadline date found in Academic Calendar on TOCC website] if you do not expect to complete the class, otherwise you may receive an "F" grade.

### **Special Withdrawals (Y) Grade**

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

### **Equal Access Statement/Disability Accommodations**

Tohono O'odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student's specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-360-5044 for additional information and assistance.

## **Title IX**

Tohono O'odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Confidential support and academic advocacy can be found with: Student Services Title IX Coordinator/Counselor, Alberta Espinoza, M.Ed. located in I-We:mta Ki: Room 18. Phone 520-383-0033 email: aespinoza@toocc.edu

## **Conduct: Bias, Bullying, Discrimination and Harassment**

Tohono O'odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

## **Courses Outline:**

- I. Business Trends
- II. Business Ownership
- III. Business Management
- IV. Management of Human Resources
- V. Marketing
- VI. Managing Financial Resources

**DISCLAIMER:** This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

## **Important Dates:**

First Day of Classes: Jan 13  
Martin Luther King Day: Jan 20, College closed  
Add without Instructors signature: Jan 13-17  
Add with Instructor's signature: Jan 21-27  
Drop/Full Refund Deadline: Jan 28  
Presidents' Day: Feb 17, College Closed  
Spring Break March: 16-20  
Withdrawal Deadline: March 30  
Last week of Classes/ Final Exams May 4-8

