

# BA 10: Introduction to Business

## Course Syllabus: Spring 2010

**Instructor: Mr. Chet Reilly**  
**Cell Phone: 269-2984 /Office Hours: None, Appointments Available Upon Request**  
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**Course Title & Code #:** BA 10: Introduction to Business

**Meeting Day, Time & Location:** T Th /10:00 a.m. to 11:15 a.m. / Bus 43

**Course Description:** This courses will cover the basic areas of business. Subjects to be discussed include economic systems, management, marketing, finance, operations, human resources, law, entrepreneurship and international business

**Prerequisites:** None. Advisories include: Eligibility for ENGL 125 & 126 and MATH 101

### Learning Objectives & Outcomes:

- Organizational structures and the advantages/disadvantages of each kind
- An understanding of how government affects business, how it restricts and helps.
- Internal organizational structures
- Compare and contrast the controls utilized by the Federal Reserve System
- Categorize/analyze the basic management functions & the role of managers and union reps.
- Global business & its impact on U.S. business and government policies/regulations
- Differentiate the four functions of marketing and how they interrelate with one another
- Analyze, describe and interpret financial statements
- Perform basic computational and problem solving analyses related to the business environment.

### Learning Methods & Course Activities:

- Lectures based on textbook materials
- Required readings and class discussions
- Problem solving
- Internet Research

**Assessment:** Students completing all exams, assignments, and activities with a cumulative, average grade of "C" or better will be deemed as having achieved the course objectives previously stated.

**Textbook:** BUSN 2008-2009 Marce Kelly, Jim McGowen

Course Activities & Evaluations:	Points	Points	Earned Points	Grade
Participation/Discussions	20%	100	450 - 500	A
Quizzes (25 points each)	40%	200	400 - 449	B
Mid-Term	20%	100	350 - 399	C
Final	20%	100	300 - 349	D
			Less than 300	F

**PAPER & SUPPLIES** None specific for this course. All testing is done through Blackboard.

## **BLACKBOARD**

- The website is:  
<http://blackboard.reedleycollege.edu>
- The standard Blackboard login is:  
**Username:** your student id number (example: 0123456)  
**Password:** your student id number
- Blackboard help is available 24/7
  - The phone number is 1.866.401.7784

## **GRADING**

- Your course grade will be based on the percentage of points (total earned / total possible), and grades are weighted based on type of assignment. Please see specific grading weights on page one of your course syllabus.

## **ATTENDANCE & PARTICIPATION**

- Your attendance and participation are important. Attendance will be taken at the beginning of each class period. You will be given a “free ride” for up to three (3) class hours (50 minutes each).
- Students missing **six (6)** or more hours may be dropped from the course for non-attendance. For classes that meet two times per week, students missing more than **FOUR (4)** classes may be dropped .

## **QUIZZES & EXAMS**

- If you are participating in school-sanctioned activities (sports, field trips, etc.) and find it necessary to miss class, it is your responsibility to make sure that all tests/quizzes are taken prior to your departure. There will be no special dispensation for absences & tests/quizzes missed.
- Exam dates and chapters to be covered are clearly identified in the Course Schedule. Each quiz is worth 25 points and is multiple choice. The mid-term and final exams will be worth 100 points each and will also be multiple choice. All of the quizzes, the mid-term and final exams will be done on Blackboard. They will be available for 48 hours, starting at noon on the day the quiz, mid-term or final is listed on the syllabus. You will be given 1 hour to complete the quizzes and 2 hours for mid-term and finals. You must complete all quizzes and test in one sitting as the timer will start as soon as you begin the test and will not stop even if you leave the test. Accommodations will be made for students with disabilities.

**Grades are final unless an error in math is found in the computation of your grade**

## **DROP POLICY:**

- If you decide to drop the course, please do not simply stop attending. In order to officially drop a class you must fill out a program change card, available in the Admissions and Records Office. Drop dates are listed in your Reedley College Class Schedule. If you simply stop attending, you will be assigned a letter grade.

## **STUDENT CONDUCT:**

- As stated in your schedule of courses, students are expected to conduct themselves in a responsible manner whenever they are on campus or representing the college in any activity. Board Policy 5410 states the specific rules and regulations and a copy of the policy is available in the college library, the admissions office, Dean of Students & Dean of Instruction offices as well as the student activities office.
- Conduct standards are designed to perpetuate the college’s educational purposes, allowing students to enjoy the right of freedom to learn. To that end, students who fail to meet the conduct standards, or who interfere with the rights of freedom to learn of others will be removed from class.

**CELL PHONE USE:**

- \*Please, if you carry a cell phone or pager, turn the ringer off or to vibrate so the rest of the class is not disrupted by a ring or beep. If your cell phone/pager rings, beeps or makes any other audible sounds in class, you can expect to be asked to leave the class for the day – impacting your attendance/participation credit. If you are “excused” from class more than once for a cell phone “violation”, you can expect to be asked to leave the class for on a permanent basis. A ringing cell phone or pager may initiate a pop quiz for the entire class.

**\*ETHICS IN THE CLASSROOM:**

- You will notice that we will often discuss ethical issues, as such you should understand that cheating and plagiarism is not acceptable in this class (or any other).

**\*ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:**

- If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me, as soon as possible
- \*Please see the Reedley College catalog for clarification of issues and additional guidelines.

THIS SYLLABUS AND THE COURSE ACTIVITIES SCHEDULE ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE INSTRUCTOR.

## Semester Schedule

	<b>Tuesday</b>	<b>Thursday</b>
Week 1 Jan 12 & 14	Introductions	Ch. 1
Week 2 Jan 19 & 21	Ch. 2	Research Business (Quiz Ch. 1 & 2)
Week 3 Jan 26 & 28	Ch. 3	Ch.3 & 4
Week 4 Feb 2 & 4	Ch. 4	Ch. 5 (Quiz Ch. 3 & 4)
Week 5 Feb 9 & 11	Ch. 5 & 6	Ch. 6
Week 6 Feb 16 & 18	Ch. 7 (Quiz Ch. 5 & 6)	Ch. 7 & 8
Week 7 Feb 23 & 25	Ch. 8	Ch. 9 (Quiz Ch. 7 & 8)
Week 8 Mar 2 & 4	Ch. 9	Mid Term Review
Week 9 Mar 9 & 11	Mid-term	Ch. 10
Week 10 Mar 16 & 18	Ch. 11	Ch. 12 (Quiz Ch. 10 & 11)
Week 11 Mar 23 & 25	Ch. 12 & 13	Ch. 13
Week 12 Mar 30 & Apr 1	Spring Break	Spring Break
Week 13 Apr 6 & 8	Ch. 14 (Quiz Ch. 12 & 13)	Ch. 14 & 15
Week 14 Apr 13 & 15	Ch. 15	Business Review

Week 15 Apr 20 & 22	Ch. 16 (Quiz Ch. 14 & 15)	Ch 16 & 17
Week 16 Apr 27 & 29	Team Building	Team Buliding
Week 17 May 4 & 6	Ch. 17	Ch. 18
Week 18 May 11 & 13	(Quiz Ch. 16 & 17)	Finals Review
Finals May 18 & 120	Final	No class