Course Syllabus  
(Tentative)

**BA 10-56563 Introduction to Business**

Instructor: Mike Sorensen Email: mike.sorensen@reedleycollege.edu   
Office: BUS 40 Phone: 638-3641 Ext. 3615

**Office Hours:**Wednesdays 9:00-1:00

All office hours are by phone or zoom meeting.

I can be reached at (559) 634-0941

I will be happy to arrange a zoom meeting.  Please call to make arrangements.

Additionally, I can meet with you in person if it is very important.  We will have to follow all Reedley College protocol for any face-to-face meetings.  Again, call to make arrangements.

**Text**: BUSN 11, Kelly & McGowen ISBN 9781337407137   
You may purchase the textbook used.  Although there will be publisher provided content available to students that purchase the textbook new, I will not require students to access this material for any grade related material.

I have included a link to the publisher's site so that you can purchase an eBook or tent the textbook.

<https://www.cengage.com/c/busn-11e-kelly/9781337407137PF/>

**Outline:**

• Organizational Structures  
• Entrepreneurship  
• Management and Leadership functions   
• Global Business   
• Human Resource Management  
• Marketing Management  
• E-Business  
• Information Technology  
• Financial Management  
• Perform basic computational and problem solving analyses related to the business environment.

**Grading**

Your final grade will be dependent on exams, homework, and participation.  
Quizzes 70%  
Projects, Papers, and Other Assignments 20%  
Discussion Boards 10%

Final grades will be based on the following scale:  
90%-100% A  
80%-89% B  
70%-79% C  
60%-69% D  
Below 60% F

Quizzes and Assignments:  
All quizzes will be taken on line. Please sign on to Canvas to complete your quiz. There will be no make-up quizzes. All quizzes will close at 11:59 pm on Tuesday during the week that follows the discussion of a chapter or an assignment.

Discussion Board:  
All students must post to the discussion board each week. The posts do not need to be long, but should be well thought-out and clear. They will close on Tuesday during the week that follows the discussion of a chapter or an assignment.

Papers:

Typically, your paper will involve answering questions related to a video of reading assignment. I will set up these papers so that they can be completed and turned in through the Canvas system. If you email the assignment, or if you ever email me about anything, pease include the course name (BA 10) in the subject line. Everyone who completes the first assignment will get full credit. My response to your first assignment will specify what you will need to do differently, if anything, in order to receive full credit on future assignments.

Attendance:

At the instructor’s discretion, you may be dropped if you fail to post for two consecutive weeks during the first nine weeks of the course. After the first nine weeks, the instructor can not drop you from the course, you will receive a grade.

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 or the Rehabilitation Act, please contact me as soon as possible.

Last day to drop this course: March 12, 2021