

Class Name: Introduction to Business 1

Semester: Fall 2019 Sections #:28662

Instructor: Christopher Han Phone #: none

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My Teaching Philosophy: As a Business faculty member, I believe my role in the classroom is a facilitator of information and new concepts in the business field. I like to challenge the students by encouraging them to participate in classroom discussion and allowing them to express their opinions on the issues. I am highly dedicated to bringing technology to the classroom. In order to increase the marketability of our students in the business environment, they must be exposed to and taught the latest technology. I am also a strong advocate of bringing the real world to the classroom. I accomplish that by relating the business theories and concepts to current global developments and technological innovations. I also, encourage students to keep informed by continuously relating assignments to current business and world news and by searching the Internet.

Course Description: A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, global, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the US and global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management; marketing; technology; entrepreneurship; legal, accounting; financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals.

Purpose of course: The purpose of this course is to provide a fundamental working knowledge of the varied aspects of business and prepares you for future studies in more specialized topics within the subject area. You will increase your awareness of the overall environment and function of business as well as observe its contributions to society. This course also covers communication technology, globalization, and business ethics.

Class Meetings: Monday Wednesday

Time:

Location: Triumph High School Sylmar

Welcome to Introduction to Business 1. In order to be successful in this class please read all the information and follow the instructions mentioned below. Should you have any questions, please do not hesitate to contact the instructor at (818) 833-3410.

***Textbook Required: "Business Essentials" by Ebert and Griffin 11th edition, ISBN 978-0-13-412996-9. Please obtain book immediately. ***

Student Learning Outcome:

- 1-Student will be able to distinguish the various leadership styles as they apply to all organizations, private and public.
- 2- Student will be able to analyze the different economic systems that exist in the world.
- 3-Student will be able to differentiate between types of publicly and private corporations.

Expectations:

Self-Motivation and Self Discipline - To succeed in this class you must do all the coursework on time! You will need to make sure you are staying current with all reading, assignments, and activities.

- Canvas - First go to Canvas, <https://ilearn.laccd.edu> for the web-classroom. If you have questions, call me, email immediately so that I can help you work out those issues. Success in this class depends on being informed. As you visit Canvas, read the document called "" There are many important tips for you.
- Take an Active Role- The instructor's role in this class will be to provide you with resources and opportunities to explore and use them. I am here to guide you through as you learn therefore you will need to take an active role in the learning process.
- Time Requirements - This is a regular 3 unit class. You will need to spend at least the approximately 6 hours a week. Working on your assignments.
- Interaction - In person but the majority of your assignments will be online.

Many times you will learn just as much from each other as from your instructor. Look forward to finding solutions, applications and other neat stuff and sharing it with your fellow classmates. Make sure that you participate in the discussion Forum assignments they are worth 10 points each and there are a lot of them so missing these assignments will hinder your grade.

Attendance and Participation Policy

There are class meetings, Mondays and Wednesday's. But you are to participate actively in online discussions and activities. It will be to your advantage to log in to the class website at least 3-4 times a week to check on discussions and to work on activities. If you will be traveling or otherwise unable to access the class website for a period of more than a few days, drop me a note and let me know so that I won't wonder where you disappeared to! I know your visits to the class. Assignments have due dates but if you want to work ahead, do so, future assignments are opened.

Office Hours

You can email me or call me. If you need to see personally, it's best to set an appointment.

Contact Instructor

If you are going to have serious problems that prevents you from or quizzes on time, you must let me know PRIOR to missing the assignment I prefer you send me an email on canvas.

Assignments: Please read this carefully - Assignments are broken down by WEEK!

Week	Reading	Assignments	Due Date	Points
1 and 2		Become familiar with class		
		Read syllabus		
		Sign-on "Canvas"		
		Read all important documents		
		Discussion Forum (introductions)-	9/8/19	10
		Reflection: First Impressions		10
3	Chapter 1	Read the Lecture Notes		
		<u>Test- Chapter 1</u>	9/15/19	20
		EOCQ		10
4	Chapter 2	Read the Lecture Notes		
		<u>Test-Chapter 2</u>		20
		EOCQ	9/22/19	10 15
		Case Study #1		10
		Discussion Forum 1		
5	Chapter 3	Read the Lecture Notes	9/29/19	
		<u>Test -Chapter 3</u>		20
		EOCQ		10
		Discussion Forum 2		10

		Read the Lecture Notes		
			10/6/19	
6	Chapter 4	<u>Test-Chapter 4</u>		20
		EOCQ		10
		Discussion Forum 3		10
		Read the Lecture Notes		
7	Chapter 5 & 6	<u>Test –Chapter 5 & 6</u>	10/13/19	20
		EOCQ		10 10
		Discussion Forum 4		
		Read the Lecture Notes		
8	Chapter 7	<u>Test –Chapter 7</u>	10/20/19	20
		Case Study #2 EOCQ		15
				10
		Read the Lecture Notes	10/27/19	
9	Chapter 8	<u>Quiz –Chapter 8</u>		20
		EOCQ		10
		Read the Lecture Notes	11/3/19	
10	Chapter 9	<u>Test –Chapter 9</u>		20
		EOCQ		10
		Discussion Forum 5		10
		Read the Lecture Notes		20
11	Chapter 10	<u>Test –Chapter 10</u>		10
		EOCQ	11/10/19	40
		Case Study #3		10
		Discussion Forum 6		
12		Read the Lecture Notes	11/17/19	

	Chapter 11	<u>Test –Chapter 11</u>		20
		EOCQ		10
		Discussion Forum 7		10
		Read the Lecture Notes		
13	Chapter 12	<u>Test –Chapter 12</u>	11/24/19	20
		EOCQ		10
		Case Study #4		15
		Read the Lecture Notes		
14	Chapter 13	<u>Test–Chapter 14</u>	12/1/19	20
		EOCQ		10 10
		Discussion Forum 8		
		Read the Lecture Notes		
15	Chapter 14	<u>Test-Chapter 15</u>	12/8/19	20
		EOCQ		10
		Read the Lecture Notes		
16	Chapter 15	<u>Test –Chapter 16</u>	12/15/19	20
		EOCQ		10
		Case Study #5		15
		Discussion Forum 9		10
		Read the Lecture Notes		
	Chapter 16	<u>Test –Chapter 17</u>		20
		EOCQ		10
		Discussion Forum 10		10

Grading Structure

Quizzes	320 pts. (16 quizzes @ 20 pts. ea. = 320 pts.)
End of Chapter Questions –EOCQ	160 pts. (16 chapters @ 10 pts. ea. = 160 pts.)
Discussion Forums (DF)	120 pts. (12 DF @ 10 pts. ea. = 120 pts.)
<u>Case Studies</u>	<u>75 pts. (5 case studies @ 15 pts. ea. = 75 pts.)</u>
Total points	675 points

Grading Scale

<u>Grade</u>	<u>Points</u>
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- 675-607
- 606-540
- 539-472
- 471-405

F	404 and below
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Posting of Grades:

Your grades will be posted under “grade” section. Only you can see your grades. It is your responsibility to insure you have received the proper grades for your and tests. Please bring any discrepancies to my attention ASAP do not wait until the end of the course.

Course ground rules:

- Participation is required
- Learn how to navigate in your Course Management System
- Keep abreast of course announcements
- Address technical problems immediately Disabilities Policy :

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

[Disabled Students Program & Services](#) office strives to accommodate any special need requirements.

Disabled Students Program & Services Office (DSPS) strives to accommodate any special need requirements. The program is dedicated to meeting the educational, occupational and personal needs of disabled individuals. "

Plagiarism –This is important

Plagiarism Defined

Plagiarism means using another person's work, writing, words, ideas, research, graphics, programs, music, pictures, data, and/or other creative expression without giving the other person full credit. You must enclose another person's words in quotation marks and cite your source(s), and you must give citations when using the ideas of another person, even if those ideas are paraphrased in your own words. Using words, ideas, computer code, or any work by someone else without giving proper credit is plagiarism. Any time you use information from a source, you must cite it.

Plagiarism and the Internet

The Internet has become a very popular resource for information for student assignments. The same rules regarding plagiarism apply to resources found on the Internet as do to a printed source: when a student refers to work, writing, words, ideas, and the like or quotes from an internet site, he or she must cite that source. Many of the same rules apply when using visual information from an internet site; the source of the visual information or graphic must be cited. This includes definitions found online on Wikipedia, materials from blogs, twitter, or other similar electronic resources.

Useful Strategies to Avoid Plagiarizing another Person's Work

If you copy words, sentences, phrases, and the like from a text, put what you copy in quotation marks. This is especially important when you take notes. If you choose to paraphrase, be certain that you are not just rearranging or changing a few words. A useful technique is:

1. Read the area you want to paraphrase carefully;
2. Cover up the text with your hand, or close the book or computer page so you cannot see any of the words;
3. Write out the idea in your own words without referring back to the words
4. Check your attempt at paraphrasing against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate

At times students accused of plagiarism claim that their plagiarism occurred without their knowledge or intent. Since ignorance of this fundamental rule is not a reasonable defense, it is best to become thoroughly familiar with the various ways in which plagiarism can occur and how to avoid plagiarizing someone's work. If you have any doubts or questions, it is your responsibility to ask your teacher for clarification.

If you are found guilty of plagiarizing, you are subject to disciplinary actions up to and including suspension or termination from the program, so please study and do your best. First offense, you will receive a zero for the assignment in question. Any further offenses may result in expulsion from the class, as determined by the disciplinary action from the Office of Student Services.

Remember: If you plagiarize:

1. You are only cheating yourself
 2. You don't learn to write out your own ideas or thoughts in your own words, and A: (Excellent) Meeting course requirements with a superior level of performance.
- B: (Good) Meeting course requirements with a high level of performance.
- C: (Satisfactory) Meeting course requirements with an acceptable level of performance.
- D: (Unsatisfactory) Repeat course.
- F: (Failing) Repeat course.

Cheating- unauthorized material used during an examination (including electronic devices), changing answers after work has been graded, taking an exam for another student, forging or altering attendance sheets or other documents in the course, looking at another student's paper/scantron/essay/computer or exam with or without their approval is considered cheating. Any student caught cheating will receive a zero for the assignment/exam and referred to the Department chair and/or Student Services for further disciplinary action.

Recording devices in the classroom- Section 78907 of the California Education Code prohibits the use of any electronic audio or video recording devices, without prior consent of the instructor. (including cell phones, laptops, MP3 players, and more)

Reasonable Accommodations: If you are a student with a disability and require accommodations, please send me a private email. The sooner I am aware of your eligibility for accommodations, the quicker I will be able to assist the DSP&S Office in providing them. For students requiring accommodations, the DSP&S Office at Mission College provides special assistance in areas like: registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, special materials, instructor liaisons, community referrals and job placement. If you have not done so already, you may also wish to contact the DSP&S Office in Instructional Building 1018 (phone 818/364-7732 TTD 818/364-7861) and bring a letter stating the accommodations that are needed. All students should have the Sheriff department # in cell phone (818) 364-7843

Attendance Policy

Attendance in all scheduled courses is essential for academic achievement. Perfect attendance – no absences, tardiness or early departures (this includes online classes)– is encouraged as punctuality develops within you a sense of responsibility that will have a positive impact upon your professional career.

Attendance is taken each day at Mission. You are strongly encouraged to make nonschool personal appointments at times that will not conflict with your scheduled classes. I have prepared a small acknowledgement section for you to sign as way to let me know that you have read and that you understand what has been mentioned in the syllabus.

Student Resources

1. LAMC Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7798 or 364-7768 or visit: <http://www.lamissionbookstore.com/>
2. Counseling Department: For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/> (Links to an external site.)
3. Disabled Students Programs and Services: For appointments and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>
4. Extended Opportunity Programs and Services: For appointments and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>
5. Financial Aid: For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>
6. Library: For information on library hours, resources, workshops, and other services contact 818-364-7105 or 364-7106 or <http://www.lamission.edu/library/>
7. Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter (Links to an external site.)

Top 10 Study Skills for College Students

1. Set goals.

It's difficult to arrive at a final destination when you're unsure of what it is and how to get there.

Develop a roadmap for reaching your educational goals.

2. Use an appointment book.

It's easy to forget assignment due dates, test days, and other important information when it's not written down, especially when you're focused on your studies.

3. Know your learning style.

Develop strategies for overcoming learning differences when instructors employ contradictory teaching methods.

4. Be an active reader.

You'll better retain information from the textbook if you practice active reading.

5. Participate in study groups.

Organize study groups with other classmates. It's easier to remember concepts taught to others, and group members often share insights you never consider.

6. Take notes.

Take organized notes. If it's useful, develop outlines, highlight key information, or utilize other methods to organize lecture notes.

Organize notes, assigned readings, and other study materials, so it can be easily retrieved while studying.

8. Draft papers.
Always write a rough draft when preparing an essay. Take time to review it for incompleteness and errors and ask the instructor or a classmate to read it and offer advice.

9. Slow down on tests.

It's common to misunderstand questions or skip key information when nervous. Take time to thoroughly read test questions.

10. Don't replace protein with caffeine.
Before a test, avoid consuming caffeine. Instead, eat foods high in complex carbohydrates and protein.

Please read and initial the following: Don't need to give me a copy.

1. I have read the following documents:
 - Syllabus
 - Plagiarism and Cheating Initial _____.
2. Please do not assume I will drop you from class if you stop attending class. If you do not drop yourself, you will receive an "F" at the end of the course
3. If you miss part or all of a class session you are still responsible and accountable for all announcements, all assignments, and material covered in that session
4. If you need clarification on anything you will come to me
5. I do not accept late assignments
6. You are expected to have read the assignments/textbook before coming to class
7. Attend every class with text books, school supplies, any handouts and all completed assignments
8. If you are caught plagiarizing, you will receive an "F" for the entire class. To reiterate; If you are caught plagiarizing, you will not just receive an "F" for the paper you've plagiarized, but will most certainly receive the final grade of an "F" for the class. Plagiarism may result in possible expulsion from LAMC
9. During the course of the semester you must check you grades and confirm accuracy, and if there are any questions, contact me immediately
10. Handwritten assignments of any kind are not acceptable