

# WEST LOS ANGELES COLLEGE

## Class Syllabus

BUSINESS 001 Fall 2015

Introduction to Business

3 Units transferable class, UC & CSU

Section Number 3440

Class Room GC 150

Monday, 6:45 pm – 10:00 pm

### CONTACT INFORMATION

Instructor: DM Fuller

Office Hours: Monday

6:00 pm – 6:30 pm, or by appointment

Email: fullerdm@wlaac.edu

TEXTBOOK: Foundations of Business, 4<sup>th</sup> Edition

William M Pride

Robert J. Hughes

Jack R. Kapoor

ISBN: 978-1-285-19394-6

Price: Used \$52.25

New \$97.71

Rental Used \$25.10

Rental New \$73.50

Please Note: Textbook is Required

Suggested Reading: Wall Street Journal, Bloomberg Business Week magazine, newspaper, and articles pertaining to the economy, business, ethics and other related topics.

### Course Description:

This course is designed to provide knowledge of the broad field of business. The course will cover: (1) the business environment, (2) business ownership, (3) managing organizations, (4) marketing management, and (5) accounting and finance.

### Course Objectives:

After successfully completing this course, you will understand:

1. The different forms of business organizations and their advantages and disadvantages.
2. The importance of making ethical decisions and corporate social responsibility.
3. The importance of the global marketplace and necessity of competing globally.
4. The elements necessary for managing a business and application of the elements in a day-to-day operation.
5. The importance and use of financial reports and accounting information.
6. Motivating and empowering employees to increase productivity.
7. Human resource management and the impact on employee performance.
8. Types of economic systems and impact on the business environment.
9. Understanding of the management process and skills of successful managers.

### Class Format

Pre-class reading, instructor presentation, class participation in discussion, review, weekly quiz, research and write essays, pre-test review, mid-term and final exam.

### Instructional Method

1. In preparation and prior to class, student is to read the assigned chapters which will be discussed in class.
2. Instructor presentation with note-taking and class participation in discussion is very important. Students are to be prepared to participate in the discussion and respond to questions.
3. In preparation for the weekly quiz, student is to review the main points covered and stressed in the previous week's discussion.
4. Short review of chapters discussed the previous week with attention to the areas of the text stressed in the class discussion.
5. Weekly ten question quiz on the chapters discussed the previous week.
6. Encourage listening and watching the business news, reading Wall Street Journal, Business Week, newspapers, etc. and sharing the information which relates to business/economy with the class.
7. Research/essay assignments and prepare essay for submission.
8. Review for mid-term/final exam.
9. Mid-term/final exam.

### Attendance Policy

You are expected to be on time, present and seated in the classroom for the entire class. You will have a fifteen minute break mid class period. Attendance is taken at the beginning and end of class and if warranted after the fifteen minute break. If you are late arriving, please be considerate and take a seat in the back of the classroom. Should you need to leave the classroom because of necessity, please leave the classroom quietly and return promptly. If you are unable to attend class because of illness or an emergency please contact a fellow classmate or myself for information on class assignments. If you stop attending class, you are responsible for withdrawing from the class with the admissions office. Failure to do so will result in an F grade. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week.

### Class Conduct

- Cell phones, pagers and any other electronic communication and entertainment devices must be turned off prior to class and left off.
- Text messaging is not allowed during class.
- Food and beverages are not allowed in the classroom.
- Personal conversations and note passing is disruptive to the class and is not allowed.
- The "WLAC Standards of Student Conduct" can be found in the Schedule of Classes pp. 138-139.

#### Midterm/Final Exam

- Fifty question test
- Midterm will include material covered – chapter 1 thru chapter 7 and appendix.
- Final will include material covered in chapter 8 thru chapter 16.
- Prior to exam there will be a review of the material to be included in the test.
- You may schedule a make-up exam for the midterm or final exam when extenuating circumstances exist, i.e. illness, family emergency. I must be notified as soon as possible, prior to the date of the exam or no later than two days after the scheduled date of the exam.

#### Research Paper

- Research will include relying on both internet based research and publications.
- Document sources in works-cited list.
- Paper is to be word processed.
- Include a title page.
- Submit research paper in a secured binder.

#### Useful Information and Tips which may be helpful

- You may wish to exchange contact information with several classmates, i.e. e-mail address and/or phone number.
- If absent from class, contact a classmate or instructor to verify class assignment for the coming week or other changes to the class assignment schedule.
- If you are unable to attend class, assignments which are due or notes may be left with the Reprographic Office located in B1-103.
- For maximum benefit from the class, read class assignments prior to class, and be prepared to participate in class discussion.
- Be early; be seated and ready for class to begin.
- You may wish to use a pencil or marker to highlight the main topics covered during class presentation.
- Schedule of Classes
  - o Service for Students pg. 136-137
  - o Policies Academic pg. 140
  - o Policies Academic and Financial pg. 141
  - o Policies Financial and Other pg. 142
  - o Policies Non-Discrimination pg. 143
  - o Students Rights and Legal Protections pg. 144

## Professional Conduct in Our Classroom Community

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

### Attendance

Students are expected to attend all classes for which they are registered, to be prompt and to remain in class/lab for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week. Withdrawal from class can affect eligibility for federal financial aid.

### Dropping a Class

Student wanting to drop a class should drop online at [www.wlac.edu](http://www.wlac.edu), click "For Students," then "Student Information System." Students who stop attending a class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class.

### Special Instructional Accommodation

If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services, HLRC. Tape recording of lectures and discussions will not be permitted without the consent of the instructor.

### Academic Integrity

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

#### Forms of Behavior which Violate Academic Integrity

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing and declaration that this material originated outside the student's own work.