BUS 10 Syllabus

Section #10375-Hybrid

Monday and Wednesday

09:20AM - 10:50AM

BE-113, Rancho Campus

# Welcome to BUS10-Introduction to Business

My goal is to present the information in a manner that is easily understandable, relevant, and executable, while keeping it challenging, engaging and fun.

## Professor Tara Johnson

Masters of Arts, Management

University of Redlands

Bachelor of Arts, History

San Diego State University

Visiting Hours:

Monday/Thursday 11:00 am-12:30 pm and Tuesday/Wednesday 8:00 am-9:00 am in BE-142.

This time is set aside SPECIFICALLY for you to visit my office to ask questions about the course, assignments, the business degree, campus resources, or your goals and dreams😊You can also make an appointment to meet outside of these visiting hours.

# Course Description

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices in the U.S. and within a global society. Demonstrates how the following influences impact a business’ ability to achieve its organizational goals: organizational structure and design, leadership, human resource management, organized labor practices, marketing, organizational communication, technology, entrepreneurship, legal, accounting, financial practices, the stock and securities market. and therefore affect a business’ ability to achieve its organizational goals.

THIS IS A 3 UNIT COURSE AND IS TRANSFERABLE TO THE CSU AND UC SYSTEMS

# What we will learn this semester

## Student Learning Outcomes

1. Demonstrate a working knowledge of the functional areas of business.

2. Develop the ability to recognize an ethical dilemma and make the most appropriate response.

3. Demonstrate the ability to work effectively as a member of a team.

# Course Objectives

1. Cite the various ways the U.S. government affects, restricts, and protects business.
2. Compare and contrast the advantages/disadvantages in each form of business ownership.
3. Define business ethics and explain the role of social responsibility in an organization.
4. Compare and contrast the primary economic systems.
5. Identify how business operates in an international/global environment including legal, social, cultural, and interdependence and integrated financial markets.
6. Define and describe the key management functions of planning organizing, leading, and controlling.
7. Identify current production & operations processes. Address sustainability.
8. Identify key human resource management functions and laws.
9. Identify the marketing mix and key tools, terms and strategies related to each element.
10. Describe and identify how technology impacts all the primary functions of business.
11. Evaluate the basic components of financial statements and ratio analysis.
12. Explain the importance of finance to the operations of business; the various types of financing; and the process of internal and external financing and controls.
13. Identify securities markets including investment options, mechanisms of investing, and how to conduct basic analysis of business financial information.
14. Identify and describe the basics of business law including contracts, torts, intellectual property, and the American legal system.
15. Summarize the components of risk management and basic insurance concepts.

# Required materials

INTRODUCTION TO BUSINESS (OER)

1st Edition

AUTHOR: OPENSTAX

ISBN: 9781947172548

This is a FREE online textbook!!

You can access the book in several ways:

* Each chapter reading will be a in Canvas. Look for “Bam, Pow, READ!”
* You can also download the book via this link>>>[Introduction to Business](https://cnx.org/contents/Tgl3H6iq@9.1:HFQiJQgd@7/Introduction)
* If you would like a printed copy please visit the Campus Store

# Canvas

This is an 8-week (FastTrack) hybrid class. In a hybrid class, you will receive your lecture both in class and online. You will also complete activities online and in class. Discussion boards, term papers, and projects. The online system we will use is Canvas. You will need access to a computer or mobile device with internet access. The Canvas Student app (by Instructure Inc.) is available in the Apple App store or on GooglePlay.

# Communication

## CONTACTING THE INSTRUCTOR

**The best way to reach me is via the Canvas Inbox.** It helps me distinguish which class you are in.

If you do not use the Canvas inbox, emails should include:

* Course and section number
* Your First and Last Name
* BUS10- “your name”, ex. BUS10-01375-Tara Johnson

My email is… [tara.johnson@chaffey.edu](mailto:tara.johnson@chaffey.edu), you can also leave a voicemail at 909 652-6856

**I will**

* Regularly check my emails on weekdays.
* Do my best to respond in 24 hours Monday- Thursday.

**I will not**

* Check email after 4pm on Friday or on Saturday, Sunday, or holidays.

I believe in work life balance, so weekend emails will be answered on Monday.

## How I will contact you

I will stay in contact with you through several methods:

* I will make announcements in Canvas. The most recent announcement will be listed on the Home Page.
* I will make comments as I am grading your assignments.
* I will provide feedback in the discussion boards.
* I will make regular announcements in class and list upcoming due dates in every class session.

# Tips to pass this class

* This is a HYBRID class. That means you will receive lectures partially in class and partially online. You will also complete critical thinking activities both online and in class.
* The topics in this class apply to your everyday life!
* Think about the material in the terms of your everyday experiences and work environments.
* Critical thinking is key! You will have plenty of opportunities to practice this skill.
* Your opinions matter!! People don’t have to agree with you but your opinion matters.
* Come to class prepared to interact with your classmates.
* Read, Read, and Read . . . the course material, news feeds, things that interest you. You will be able to use those topics in the discussions.

**Do not procrastinate!! There is a lot to cover in 8 weeks.**

# Attendance Policy

This is an 8-week class and we will typically cover one chapter per class meeting. Therefore, attendance is mandatory for each class session. Attendance will be taken at each class meeting.

There is a strong correlation between consistent attendance and success in a course. The expectation is that you will come to class prepared to participate by completing the reading associated with the topic we will be covering. Learning is not a spectator sport, so participation is required and will help you have a better understanding of the course material.

# Late Work Policy

* Discussion board assignments, both posting and peer replies, will not be accepted late!!!
* Critical thinking assignments will not be accepted late!
* Term papers/projects will not be accepted late!!!
* Presentations cannot be made up.
* Get it!! NO EXCEPTIONS TO THE DUE DATES!!

In case of catastrophic, systemwide Canvas failure this policy will be modified.

\*\*Your Laptop/desktop crashing is not catastrophic, systemwide failure.

# Academic Dishonesty

Chaffey College has a Standards of Student Conduct, outlined in the Chaffey College Student Handbook, that outlines several violations of the Academic Integrity Code. They include unauthorized collaboration, cheating, and plagiarism. Violations of the Academic Integrity Code will result in a ZERO grade on that assignment and reporting of the violation to the Dean.

You can view the activities that are in violation of the policy as well as the violation process here>>>[Student Academic Integrity Process](http://globaldatebooksonline.com/flipbooks/chaf/" \l "p=85)

# Assignments-each week the assignments will open on Wednesday

## LECTURE

This is an accelerated 8-week course. We will typically cover two chapters per week. For each week, you will need to read the textbook material, participate in the in class lecture, and view the online lecture. The online lecture will be a combination of additional reading, PowerPoints, and videos.

## DISCUSSION BOARD

Every week there will be a discussion board with a prompt and questions to focus your discussion. The prompt may be on a video, a passage to read, or a current event. This will require you posting a response on the topic posted. You must also reply to THREE of your classmate’s post. The discussion board is worth 20 points and will be due each MONDAY at 11:59 pm.

140 points available

## CRITICAL THINKING ACTIVITIES

Starting in Week 2 there will be a weekly critical thinking activity that is based on a chapter objective(s). Critical Thinking Activities may be online or in-class, they may be instructor or peer graded. Each are worth 15 points and will be due on WEDNESDAY at 11:59 pm.

105 points available

## TERM PAPERS

There will be two term papers in this course. The term paper intended to provide you with the opportunity to show your application of knowledge and mastery of the course material. Each term paper will be worth 100 points.

200 points available

## GROUP PROJECT/PRESENTATION

There will be one group project. It will include a written portion and an oral presentation. The group project will help you develop the skill of being an effective member of a team.

100 points available

# GRADING POLICY

You can check your grade 24/7 by clicking “Grades” on the Canvas navigation bar.

Each assignment will have a rubric that will outline expectations for an assignment by listing the criteria, or what counts, and describing the expectations of quality.

There are 545 points available in this class (including a 15-point Orientation quiz)

Discussion Board= 26%

Critical Thinking Activities= 19%

Term Papers= 37%

Group Project=18%

|  |  |
| --- | --- |
| **Percentage** | **Grade** |
| 97% -100% | A+ |
| 93% - 96% | A |
| 92% - 90% | A- |
| 87% - 89% | B+ |
| 83% - 86% | B |
| 80% - 82% | B- |
| 77% - 79% | C+ |
| 70% -76% | C  (Chaffey does not offer C- grades) |
| 67% - 69% | D+ |
| 63% - 66% | D |
| 60% - 62% | D- |
| 59% or below | F |

|  |  |  |
| --- | --- | --- |
| **Grade Tracker** | | |
| **Assignment** | **Points Possible** | **Points earned** |
| Week One discussion board-Orientation | 20 |  |
| Week One orientation quiz | 15 |  |
| Week Two discussion board | 20 |  |
| Week Two critical thinking activity | 15 |  |
| Week Three discussion board | 20 |  |
| Week Three critical thinking activity | 15 |  |
| Term Paper #1 | 100 |  |
| Week Four discussion board | 20 |  |
| Week Four critical thinking activity | 15 |  |
| Week Five discussion board | 20 |  |
| Week Five critical thinking activity | 15 |  |
| Group Project/Presentation | 100 |  |
| Week Seven discussion board | 20 |  |
| Week Seven critical thinking activity | 15 |  |
| Week Eight discussion board | 20 |  |
| Week Eight critical thinking activity | 15 |  |
| Term Paper #2 (this will serve as your final) | 100 |  |

**Here is what I expect from you:**

1. You will do the work outlined in the syllabus/Canvas by the due date.
2. You will not ask for extensions on assignments.
3. You will not make excuses for missing due dates.
4. You will accept the consequences of your actions.
5. This isn’t Las Vegas\*\*. Don’t gamble thinking you will negotiate your grade at the end of the semester. \*\*See # 1-4 above.
6. You will treat your classmates with respect, even if you don’t agree with their opinion.

**Here is what you can expect from me:**

1. You will receive the grade you have EARNED based on the work you have submitted. Professors do not “give” grades. If you have questions, see #4 in “What I expect from you”!!
2. I will return your assignments as quickly as possible.
3. I will treat you with the respect due to all human beings.
4. I will pursue the maximum punishment for plagiarism and violations of the Student Academic Integrity Code.

# Academic Support

## Student Success Centers

[www.chaffey.edu/success/](http://libguides.chaffey.edu/successcenters)

Chaffey College has created a network of Student Success Centers – offering free tutorials, workshops, learning groups, directed learning activities, and computer/resources access – to assist students in their academic development and success.

A current Chaffey College photo ID card is required for all Success Center services. Walk-ins are welcome, and advanced appointments are available for most services. Call the centers or consult the college website. [Click here for online appointments](https://chaffey.mywconline.com/)

* **Chino Campus Success Center:**

Multidisciplinary Success Center (CHMB-145) 909-652-8150

* **Fontana Campus Success Center:**

Multidisciplinary Success Center (FNFC-122) 909-652-7408

* **Rancho Campus Success Center:**
  + Language Success Center (BEB-101) 909-652-6907/ 652-6820
  + Math Success Center (Math-121) 909-6526452
  + Multidisciplinary Success Center (Library) 909-652-6932

## Library

[http://www.chaffey.edu/library](http://www.chaffey.edu/library%0d)

* **Rancho Campus Library:**

Mon-Thurs 7:30am-8pm / Fri 8am-4pm / Sat 10am-3pm / CLOSED Sunday

* **Fontana and Chino Cybrary:**

Mon & Thurs 7:45am-3:45pm / Tues & Wed 7:45am-7:45pm / Fri 10am-2pm / Sat 10am-3pm / CLOSED Sunday

All libraries closed on the following holidays: 9/2, 11/11, 11/28-12/1

## One Book, One College

[http://www.chaffey.edu/collegebook/index.shtml](https://www.chaffey.edu/collegebook/index.shtml)

The One Book, One College Committee strives to create a community of readers across the curriculum at Chaffey College and within the communities it serves. Each year, the committee selects a college book and creates a diverse series of related events. Students are encouraged to participate in these activities to enrich their educational experience at Chaffey.

## Wignall Museum of Contemporary Art

[http://www.chaffey.edu/wignall/exhibitions.shtml](https://www.chaffey.edu/wignall/exhibitions.shtml)

The Wignall Museum of Contemporary Art serves as a learning lab featuring temporary exhibitions of innovative contemporary art throughout the year. Exhibitions and programming are organized with our students in mind in order to augment their academic experience by complementing the college’s curricula and broadening the understanding of contemporary art. Our exhibitions allow visitors to see and experience a variety of contemporary artistic practices that examine timely and relevant topics.

# Health Services

## Student Health Services

Student Health Services is dedicated to assisting students to achieve and maintain optimum physical, mental and emotional health. We are committed to providing quality healthcare at a reasonable cost. All currently enrolled full and part time Chaffey College students on the Rancho Cucamonga Campus or any off-campus site may utilize the services of the Student Health Office. Please have your Chaffey ID ready.

* Rancho Campus MACC-202 (909) 652-6331
* Chino Campus CHMB-105 (909) 652-8190

## Scholarships

### CCSG Scholarships

The Chaffey College Student Government (CCSG) awards approximately $100,000 in scholarships each spring semester to Chaffey students. Visit the Office of Student Life or call 652-6590 for details.

### Foundation Scholarships

[www.chaffey.edu/scholarships](https://www.chaffey.edu/foundation/scholarships/index.shtml)

The mission of the Chaffey College Foundation is that no individual be denied an education at Chaffey College due to a lack of financial resources. Essential to this mission is the wide array of scholarship opportunities available to Chaffey College students. All Chaffey College students may qualify for Foundation scholarships. Criteria may be based on GPA, major, or units registered. Citizenship is not a requirement to qualify for Foundation scholarships.

How to apply for a Foundation Scholarship Application:

1. Visit www.chaffey.edu/scholarships to access our scholarship application link. You will be directed to the electronic application form. The link is active August 13 - September 1, 2019 for the fall 2019 semester.
2. Complete the application entirely on the directed link and submit electronically.
3. Check your panther email two to three weeks after the application deadline for award notification.

## Student Support Services and Resources

### Brothers Forum

The Brothers Forum is a series of bi-weekly meetings that include mentorship, success stories, study sessions, professional development, and campus engagement. Our vision is to inspire African American males to reveal who they are and empower them to achieve their life goals. The Brothers Forum is designed to provide the support and guidance required during our students’ journeys toward success in obtaining a post-secondary education that will align with their career pathways. Contact: Ray Austin, 909-652-6549 or ray.austin@chaffey.edu

### Campus Store (formerly Bookstore)

[www.books.chaffey.edu](https://eposweb-327.sequoiars.com/)

The Campus Store is a non-profit organization dedicated to supporting the mission of the College, academic programs, and student life by providing a wide range of services including new, used, rental, and digital textbooks, fax and print services, supplies, art kits, food items, apparel, electronics, uniforms, and much more. As a College owned and operated auxiliary unit, 100% of our revenue fuels support for students, faculty, staff and the Chaffey community. The Campus Store has four store locations: Rancho Campus Store and Panther Express, Chino Campus Store, and Fontana Campus Store. The hours of operation range from 7am-7pm, Monday – Saturday. Visit http://books.chaffey.edu for online purchases, current and extended hours of operation, textbook availability and price comparisons, textbook buyback information, and more.

### Center for Culture and Social Justice (CCSJ)

Mission Statement: The Center for Culture and Social Justice (CCSJ) is a culturally conscious safe haven dedicated to cultivating socially responsive leaders. Unwaveringly committed to fostering solidarity and amplifying the student voice, the CCSJ will evolve with the needs of our student population, always seeking to empower, inspire and encircle the Panther community.

Location: AD-109 Monday-Friday 8am - 5pm

### CalWorks

The CalWORKs Program at Chaffey College assists students who receive cash aid and are required to participate in Welfare-to-Work/GAIN programs. Students must be either enrolled, or plan to enroll in an academic program at Chaffey College and must be receiving cash aid for themselves as well as for their child/children. We provide educational planning services to students and collaborate with the San Bernardino County Transitional Assistance Department (TAD), Los Angeles County Department of Public Social Services (DPSS), and Riverside County DPSS to help students meet their Welfare-to-Work/GAIN requirements. Students meet with a counselor for completion of required documents (Individual Education Plans, training verifications for childcare approval, attendance, progress reports, book requests, etc.) as well as for regular progress checks. CalWORKs counselors trained in Welfare-to-Work legislative requirements meet with each student individually to address barriers to academic success and provide resources and referrals as appropriate.

### Campus Police Department

The Chaffey College Police Department is operational 24 hours a day, seven days a week, year-round. There is always a police officer on duty who will respond to calls for assistance. The phone number for a police response is (909) 652-6911. The police department lobby at the Rancho Campus is open Monday through Thursday 7:00 am to 5:30 pm. Lost and found property is maintained by the Chaffey College Police Department located on the Rancho Campus in Campus Center East next to the Bookstore. Students can also request an escort throughout the three campuses and parking lots.

### Career Center

The Career Center helps Chaffey College students find meaningful careers. The Career Center offers career counseling, career assessments, resume assistance, interview preparation, job search strategies, student employment, and career related workshops. The Career Center hosts a career assessment and planning tool entitled Focus2Career. Students can access this tool by logging into the MyChaffey portal and clicking on Focus2Career. The Career Center is located on the Rancho Campus in MACC 203. Appointments with Career Counselors are available at Rancho, Chino, Fontana and online. Please call 909-652-6511 for more information.

### Child Development Center

The Child Development Center, located at the Rancho Cucamonga Campus, provides low cost, high quality childcare services for children ages 18 months to Kindergarten. The Center is licensed by the State of California, Title 22, and provides subsidized child care services through funding from the California State Department of Education. Parents who are eligible for free or reduced childcare services will pay fees according to a sliding fee scale provided by the State Department of Education. The center participates in the Child and Adult Care Food Program (CACFP) offered by the U.S. Department of Agriculture (USDA) and serves meals at no separate charge to all enrolled children. The Child Development Center welcomes all children regardless of sex, race, religion, ethnicity, national origin or ability. This institution is an equal opportunity provider and employer. Students enrolled in various child development courses may complete their assignments in the Child Development Center program. Pediatric Nursing, Psychology, and Food Service Management courses utilize the Child Development Center as a field of placement site. For information on fees, enrollment procedures, or job openings please call (909) 652-6875.

### Counseling Department

The Counseling Department provides in-person and online career, academic, and personal counseling to assist students in successfully completing their educational goals. Services include orientation, assessment, comprehensive educational planning, graduation applications, external transcript evaluations and prerequisite verifications, educational planning workshops, college success and career exploration courses, specialized programs such as AMAN/AWOMAN/Umoja, Puente, and Opening Doors to Excellence. The department is located in the lower north lobby of the Student Services Administration building. Counseling services are also provided at the Chino and Fontana campuses. In-person counseling appointment: (909) 652-6200. Distance counseling appointment: (909) 652-6210.

### CROSSROAD Scholars (formerly incarcerated)

To promote equitable and socially just practices for our CROSSROAD Scholar students that will prepare them for a successful transitional journey to their career and aspirational goals; promote autonomy and positive relationships with others; and have access to the necessary resources to be successful in college without feeling followed by their history. Contact, 909-652-6549 or ray.austin@chaffey.edu

### Disability Programs & Services

Chaffey College’s Disabled Students Programs and Services, or DPS, serves an estimated 1500 students across all Chaffey campuses. DPS serves students with physical, learning, and psychological/psychiatric disabilities by providing accommodations based on the type of disability and verifying documentation. Services include academic counseling, disability related counseling and referral for community resources, test accommodations, tram services, adapted computer lab, assistive technology training, assessment, and equipment loan. (909) 652-6379.

### Dreamers / Undocumented Students

<https://www.chaffey.edu/dreamers/>

Students who are undocumented / AB 540 / DACA recipients are welcome at Chaffey College and should visit the [Dreamers’ website](https://www.chaffey.edu/dreamers/) for more information.

### EOPS, CARE, and NEXT Up

[https://www.chaffey.edu/eops/index.shtml](https://www.chaffey.edu/eops/index.shtml%0d)

Extended Opportunity Programs and Services (EOPS) is a counseling program designed to ensure student retention and success through academic support and financial assistance for eligible students. EOPS offers a number of supportive counseling related services under the umbrella of EOPS which include:

* Cooperative Agencies Resources for Education (CARE), a program that serves a limited number of EOPS students who are qualified single heads of household parents, providing additional support services beyond those available through EOPS.
* NEXT Up is a new counseling component of EOPS (initiated in Fall 2018) aimed at strengthening and supporting the higher education success, health and well-being of qualified current and former foster youth who are enrolled in at least 9 units.

The ultimate goal of EOPS and all supportive programs within EOPS, is to assist students with completion of a certificate program, an associate degree, and/or transfer to a four-year college. EOPS counseling services are available at Rancho, Chino and Fontana. Call (909) 652-6349/652-6358 for more information or feel free to visit the [program webpage](https://www.chaffey.edu/eops/index.shtml).

### Faculty Advisors

<https://www.chaffey.edu/faculty_advisor/>

Faculty Advisors provide the opportunity for students to obtain valuable major and career information regarding their chosen field of study. Faculty Advisors are located in various locations across Chaffey College’s campuses. Visit the [program’s website](https://www.chaffey.edu/faculty_advisor/).

### GPS Centers

The Guiding Panthers to Success centers (GPS) provide new and returning Chaffey College students with assistance in registration, unit load planning, logging in and utilization of MyChaffeyView, campus resources, as well as the development and creation of Abbreviated Education Plans (first year course recommendations). Our current Chaffey College students can also visit the GPS center to check progress on academic goals through an online tool known as “Degree Audit.” Many services are provided on a walk-in basis.

* Rancho GPS: VSS-111
* Chino GPS: CHMB-240
* Fontana GPS: FNFC-121

### Grad Guru App

www.gradguru.org

Want to succeed at Chaffey? Download the free GradGuru app for important reminders and tips that will help you achieve your goals. Information on deadlines, campus events, and college resources is right at your fingertips. Earn electronic badges to motivate you and redeem rewards! Get it on Google Play or download at the Apple App Store.

### Honors Program

<https://www.chaffey.edu/honors/>

The Honors Program provides an intellectual and cultural community for students at Chaffey College. Program benefits include smaller classes, creative and challenging coursework, academic enrichment activities, and scholarships. Students also have opportunities to present research at scholarly conferences, build social responsibility through community service, and receive ongoing personalized academic advisement as well as support during the transfer process. Students who complete the Honors Program may take advantage of our transfer agreements with prestigious institutions like UCLA. Visit [our website](https://www.chaffey.edu/honors/) or SSA-122 for more information and admission requirements.

### Independent Scholars

[http://www.chaffey.edu/independentscholars/](http://www.chaffey.edu/independentscholars/%0d)

Independent Scholars Program is a counseling support program aimed at providing unique and personalized educational services to current and former foster youth. It serves as a resource by assisting students at all stages of their college career and equipping them with skills necessary to transfer to a four-year university or the vocation of their choice. Participants in the Independent Scholars Program receive priority registration, individual counseling support, grants for textbooks and educational supplies, skill-building workshops, mentoring, referrals to community and campus resources, and a student support network. Contact: Abel Berdusco, 909-652-6548 or ischolar@chaffey.edu.

### Panther Pantry

The Panther Pantry provides FREE food supplies to Chaffey College students who are experiencing hardship. The Panther Pantry empowers Chaffey College students to reach their full academic potential by providing food to those in need, promoting the value of nutrition, and increasing food insecurity awareness to our community. Our goal is to inspire hope and academic excellence as we respect the dignity of each student we serve. Contact: Tiffany Coleman, 909-652-6505 or tiffany.coleman@chaffey.edu

### Pride, Unity, Leadership, Sexuality, and Education (PULSE)

PULSE strives to create a campus climate of acceptance and visibility for our LGBTQ population by supporting individuals across the spectrums of gender, sexuality and intersectional experiences. Contact: Abel Berdusco, 909-652-6548, abel.berdusco@chaffey.edu

### Sisters Forum

The Sisters Forum is a series of bi-weekly meetings for women deigned to create a safe space for real talk, real connections mentorship, and campus engagement. We seek to empower African American women to realize their full potential and achieve their dreams. Contact: Adrienne Grayson, 909-652-6506 or adrienne.grayson@chaffey.edu

### Transfer Center

<https://www.chaffey.edu/transfer/>

The Transfer Center is located in SSA 120 on the Rancho Cucamonga Campus. We are open Monday and Thursday from 7:30am to 7:00pm; Tuesday and Wednesday 7:30am-4:30pm; and Friday 7:30am-4:00pm. All services are provided on a walk-in basis. Transfer services are also available at the Fontana and Chino campuses, please contact our office for days and times. Our telephone number is (909) 652-6233 or visit [our website](https://www.chaffey.edu/transfer/) for additional information.

### Transitional Services

Transitional Services is committed to identifying solutions that address the needs of students experiencing food and housing insecurity by connecting them to resources available to foster their success. Contact: Alisha Rosas, 909-652-6115 or alisha.rosas@chaffey.edu

### Veterans & Eligible Family Members

Chaffey College’s Veterans Resource Center (VRC) is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently and without impediments. If you are a veteran or eligible family member, please contact the Veterans Resource Center at (909) 652-6235 or vrc.staff@chaffey.edu for information regarding educational benefits and opportunities. The Veterans Resource Center (VRC) is located in AD-125 on Chaffey College’s Rancho Cucamonga campus.

# Course Schedule

Below is the schedule of the material we will cover. Canvas will open each Wednesday. Unless otherwise noted, discussion boards are due Monday @11:59 pm and critical thinking activities are due Wednesday @11:59 pm. This schedule is subject to change based on the needs of the class. Any changes to this schedule will be made in Canvas. Check Canvas regularly for updates.

|  |  |  |
| --- | --- | --- |
| Week 1 | Class meeting dates-January 13 and 15 | |
|  | What we will cover: | **January 13**-Getting Started/Canvas Orientation  **January 15**- Chapter 1: Understanding Economic Systems and Business |
| In class tasks: | Syllabus review/Icebreaker  The Business Environment lecture/concept map |
| Online tasks | View online Part One of lecture for Chapter 1-Understanding Economic Systems and Business  Intro icebreaker discussion board (Due Sunday, January 19)  Orientation module quiz (Due Sunday, January 19) |
| Week 2 | Class meeting dates-January 22 **(campus closed January 20 for Martin Luther King, Jr. holiday)** | |
|  | What we will cover: | **January 20**-campus closed  **January 22**- Chapter 2: Making Ethical Decisions and Managing a Socially Responsible Business |
| In class tasks: | How Organizations Influence Ethical Conduct lecture  Code of ethics activity |
| Online tasks | Complete Part 2 of Chapter 1: Understanding Economic Systems and Business online lecture  Complete Chapter 2: Making Ethical Decisions and Managing a Socially Responsible Business online lecture  Week 2 Discussion Board-Ethics  Week 2 Critical Thinking Activity-Corporate Social Responsibility |
| Week 3 | Class meeting dates-January 27 and 29 | |
|  | What we will cover: | **January 27**-Chapter 3: Competing in a Global Marketplace  **January 29**-Chapter 4: Forms of Business Ownership |
| In class tasks: | Threats and Opportunities in the Global Marketplace lecture  Corporations: Limiting Your Liability lecture  LLC concept map |
| Online tasks | Complete online lecture for Chapter 3: Competing in a Global Marketplace  Complete online lecture for Chapter 4: Forms of Business Ownership  Week 3-Critical thinking activity-BRIC  Week 3 Discussion Board-Business Ownership |
| **Term paper #1-Franchising (open January 29 due February 6 @11:59 pm)** | | |
| Week 4 | Class meeting dates-February 3 and February 5 | |
|  | What we will cover: | **February 3**-Chapter 6: Management and Leadership in Today’s Organizations  **February 5**-Chapter 6: Management and Leadership in Today’s Organizations  Group projects will be assigned on Feb 5. |
| In class tasks: | Key Functions of Management lecture  SWOT Analysis lecture  Week 4 critical thinking activity |
| Online tasks | Week 4 Discussion Board  Complete online lecture for Chapter 6: Management and Leadership in Today’s Organizations |
| Week 5 | Class meeting dates-February 10 and February 12 | |
|  | What we will cover: | **February 10**-Chapter 8: Managing Human Resources and Labor Relations  **February 12**-Appendix A: Understanding the Legal and Tax Environment |
| In class tasks: | Human Resources Management Functions lecture  Understanding the Legal Environment lecture  Group project check in |
| Online tasks | Complete online lecture for Chapter 8: Managing Human Resources and Labor Relations  Complete online lecture for Appendix A: Understanding the Legal and Tax Environment  Week 5 Discussion Board  Week 5 Critical thinking activity |
| Week 6 | Class meeting dates-February 19 **(Campus closed February 17 for Washington holiday)** | |
|  | What we will cover: | February 19-Group presentations |
| In class tasks: |  |
| Online tasks | Project submitted online by February 18 @11:59pm |
| **Term paper #2- (open February 24 due March 5 @11:59 pm)** | | |
| Week 7 | Class meeting dates-February 24 and 26 | |
|  | What we will cover: | **February 24**-Chapter 11: Creating Products and Price Strategies to Meet Customers’ Needs  **February 26**-Chapter 13: Using Technology to Manage Information |
| In class tasks: | The Marketing Concept lecture  Market segmentation critical thinking activity  Transforming Businesses Through Information lecture |
| Online tasks | Complete online lecture for Appendix A: Understanding the Legal and Tax Environment  Week 7 Discussion Board |
| Week 8 | Class meeting dates-March 3 and March 5 | |
|  | What we will cover: | **March 3**- Chapter 16: Understanding Financial Management and Securities Markets  **March 5**- Chapter 16: Understanding Financial Management and Securities Markets |
| In class tasks: | Types of Financing Available to Business lecture  Financial Statements activities  Securities Markets lecture |
| Online tasks | Complete online lecture for Chapter 16: Understanding Financial Management and Securities Markets  Week 8 Discussion Board  Week 8 Critical Thinking Activity |
| **Term Paper #2 will serve as your final. It is due in Canvas on March 5 @11:59 pm** | | |