

San Carlos Apache College
Course Syllabus
BUS 100 Introduction to Business

INSTRUCTOR: Medhat Farooque

SEMESTER: Spring 2020

EMAIL: mfarooque@tocc.edu
OFFICE LOCATION: SB 04 _____

PHONE: 928-475-2027
OFFICE HOURS: As posted

CLASS MEETING TIME AND LOCATION: MW 5:30-6:45 PM,

Location: SB 01

COURSE TITLE, NUMBER, AND CREDITS: **BUS 100 Introduction to Business, 3 Cr Hrs**

PRE-REQUISITES (if any): None,

REQUIRED LAB (if any): None

COURSE DESCRIPTION: Principles of business operations in the private enterprise system. Includes contemporary business and its environment, structure of American business, management principles of the organization, people, and production, marketing management, information systems and accounting, and financing the enterprise.

COURSE CONTENTS AND RATIONALE: This is first of the two transfer courses for the AA in Business, and a pre-requisite for ACC 102 Managerial Accounting. The course exposes the students to the preparation and analysis of financial reports.

SPECIFIC OBJECTIVES FOR THE STUDENT 1. Prepare the students for a career in the field of business 2. Develop an understanding of the business processes 3. To help develop organizational skills required in business 4. Review the history and development of business in the United States 5. Develop the correlation between people and business

APACHE CULTURAL COMPONENT: San Carlos Apache College is in the process of developing culturally relevant curriculum and coursework in Apache history, culture and language. Student and community feedback will guide this process. All SCAC courses will incorporate culturally relevant topics and materials into the courses.

REQUIRED TEXT AND MATERIALS: Understanding Business, Nickles/McHugh/McHugh, 11th Ed., McGraw Hill

LIBRARY RESERVED MATERIALS: TBA

SUPPLEMENTARY MATERIALS: USB Mass Storage Device (Flash or Thumb Drive) recommended for file storage.

READING ASSIGNMENTS: The student is expected to read the assigned material before coming to class. Occasionally the instructor may give a pop-quiz to confirm that the student has read the material and is prepared for the lecture.

REQUIREMENT: In order to facilitate a conducive learning environment, the following classroom ground rules will be observed:

1. Absences: You are expected to attend all class sessions. If you miss a session, it is your responsibility to meet the required assignments.
2. Latecomers: Latecomers are a serious distraction. You are expected to be in classroom on time. The classroom doors may be locked once we get started.
3. Early leavers: Unless you make prior arrangements, leaving the classroom before it is formally dismissed, will count as an absence.
4. Late Assignment: Late assignments will NOT be accepted. All assignments are due at the beginning of the class on the due date. No Exceptions.
5. Technology: Cell phones, pages, iPods, are to be turned off. No ear buds allowed while in class. Laptops may be used while in class. I reserved the right to disallow its used if it is used inappropriately.
6. Food/Drink: No food in classroom, please. Water, tea/coffee, soft drink in closed containers may be brought in.
7. Academic dishonesty: I have a "ZERO" tolerance for any type of academic dishonesty. The following are policies to be followed for this course:

Academic Policies

In order for students to be successful at Apache College, it is the responsibility of the students to familiarize themselves with our academic policies. The following academic policies are important to know:

Academic Integrity

Students are responsible for the integrity of their academic work.

- Academic Dishonesty: Includes, but are not limited to the following like obtaining unauthorized assistance in any academic work; cheating on a test; plagiarism; quoting without proper credit; modifying any examination, paper, record, report or project without the instructor’s approval; and representing the work of others as one’s own.*
- Plagiarism: Defined as the use of another author’s work or ideas (such as those taken from a magazine, newspaper, web site, book, or other source) and submitted without giving that source proper credit.*
- Penalties include, but are not limited to the following: warning (written or oral); reduction of grade for the assignment, test, or project; reduction of grade for the course and/or include “failing”; dismissing the student from the course and issuing a grade of “W”; academic probation or suspension; expulsion; or recorded to the students’ academic record.*

EVALUATION & ASSESSMENT METHODS: The final grades will be based on the following:

<u>Items</u>	<u>Final</u>
Chapter Quiz	100 Points
Section Tests	300
Final Exam	100
Home work	300
<u>Class Attendance & Participation</u>	<u>100</u>
Total Possible points	900 Points

GRADING CRITERIA: The letter grade received will be based on the points earned by each student:

	<u>Final</u>
A=	810 +
B=	720 to 809
C=	630 to 719
D=	540 to 639
F=	Below 539

Withdrawing from Course: To withdraw from this course, you must complete the required form by the last date of student withdrawal. Failure to do so may result in a grade of “F” for the course.

. Prepared by: mfarooque Date: 1/7/2020

Faculty

Reviewed by: _____ Date: _____
VP - AA