

## CUESTA COLLEGE CLASSES

BUS 245: Introduction to Business

### **Distance Learning Education**

WELCOME LETTER and SYLLABUS

Professor: Mrs. Cooper: [scooper@cuesta.edu](mailto:scooper@cuesta.edu)

Adding this class: It is highly suggested that if you intend to take this class that you register immediately. There are a limited number of spaces for students. Also, if you register and then are unable to take the class, please note that I do not drop students. Please drop the course as a courtesy for other students that would like to register. If the class is full and you wish to add, then you may attend the orientation and I will be able to determine at that time whether I am able to add you. I will not add students that miss the orientation.

#### **Class Meeting:**

An orientation date is listed in the information in the class schedule. This information will be updated and posted on the class website at [my.cuesta.edu](http://my.cuesta.edu) and on my instructor website: <http://academic.cuesta.edu/scooper/>. You must be registered in the class to access the class website on [my.cuesta.edu](http://my.cuesta.edu). It is mandatory that you attend the orientation, unless previously excused. If you are unable to make it, you MUST notify me in advance to be excused. *No Exceptions!*

#### **Course Materials:**

This course will use the WileyPLUS website for homework and exams. This website includes a printable electronic textbook online with the homework and exams. You must have an access code to register for WileyPLUS.

There are two ways to get the WileyPLUS access code. It can be purchased separately online for \$65 (includes the electronic book that you can print out if desired) or you can buy a new textbook/WileyPLUS package (\$130) and the code will be included with the book. The bookstore is also stocking a hole punched binder ready printed out version of the text that is accompanied by the WileyPLUS access code (\$91). If you buy this combination the printed text will only cost \$26 additional dollars to the cost of the access code.

Since the book is online with the required WileyPLUS program – a hardbound text book is optional. Reduced rates will apply if you decide to purchase the text at a later date. Contact me and I'll get you in touch with the publisher.

**Optional Textbook:** Boone & Kurtz: Contemporary Business, 13th Edition; Publisher: John Wiley and Sons

**Required WileyPLUS access code:** This is included with a new text or can be purchased separately online at <http://WileyPLUS.com>. (The full textbook is online and printable with purchase of WileyPLUS access code) To register for the class you will need the class URL.

The class URL is <http://edugen.wiley.com/edugen/class/cls134703/>

NOTE: To register for this class, you must first register with the college.

Directions to register for WileyPLUS:

1. Go to <http://WileyPLUS.com> to register for WileyPLUS.
2. Look for the student section (LH side). Buy your code (if you need to) by following the links. If you purchase the access code online there is a \$65 charge (subject to change) for the Code which includes your online textbook.
3. Then you will register for the class using the URL above.
4. Return to the main WileyPLUS page to logon and click on 'BUS 245 Cooper DE Online'.
5. Students will not have access to the course until after school starts.

AT this time I believe I will be using my.cuesta.edu to manage discussion board, course grades and chapter materials. If it becomes necessary I will use blackboard.

Directions to access Blackboard:\*

1. Login to our Blackboard web site <http://blackboard.cuesta.edu>.
2. Click the link for 'Cuesta College'.
3. Your login name will be your MyCuesta username 'firstname\_lastname' (lower case)
4. Your password will be STUDENT (in capital letters).
5. You will be asked to change your password. Please note if you are using capital or lowercase letters and *write it down*. I am unable to reset passwords.
6. Please note that students will not have access to the course until after school starts.

*\*Students that add the class after registration closes will have to be manually added to blackboard – please contact me to begin the process.*

ALL Homework, quizzes and exams are due by 11pm Friday evening as posted in the schedule and on WileyPLUS. You are responsible to know all due dates, if there is a conflict follow the WileyPLUS due date and contact me. I will answer all homework questions through Friday morning 7am. Do NOT wait until the due date to work on your homework. You are responsible for having a backup plan in case your computer fails. We have access to computers Mondays and Thursdays in the evening at Arroyo Grande HS and 6 days a week at our SLO and North County campus high tech centers.

**Graded Elements:** (subject to change – see syllabus for finalized grading breakdown.)

	Points	Percentage
Chapter Quiz (14 at 15 points each)	210	21%
Homework (3 at 30 pts each)	90	9%
Exams (best 4 out of 5 -100 points each)	400	40%
Stock Project	150**	15%**
Final (cumulative)	150	15%
Total	1000	100%

Course grades are determined by the accumulated points each student earns for assignments and exams. 900 plus points is an A, 800 to 899 points is a B, 700 to 799 points is a C, 600 to 699 points is a D. No plus or minus grades are assigned.

\*\* The stock project is worth up to 150 points when completed. 250 points will be deducted in addition to the 150 points that you will not receive, if the stock report is not completed. You must turn in a stock report to pass the course.

#### How much work is it going to be?

In class – a 3 unit course in standard format equals 3 hours of lecture per week.

Outside class – a 3 unit course by statewide standards (2 hours outside for every hour inside class) equals 6 hours of studying per week.

Total is 9 hours per week for this course

You need to be self-motivated and disciplined with good time management skills.

Administrative: Each student is required to follow all school guidelines and comply with all school and class deadlines including personal responsibility for adding and/or dropping this class. Each student is responsible for obtaining updates or changes to the syllabus and/or assignments, if any. Watch for emails and bulletins pertaining to these. Students must have a current email address on file with the instructor and the college.

Academic Honesty: Students are responsible for being aware of and complying with Cuesta College's Academic Honesty Policy. (please refer to the current Cuesta College class schedule or catalogue) This policy especially pertains to our class in relation to submitting another students' work as your own.

Special Accommodations: Students with a documented disability that requires special accommodations, please see your instructor during the first week of class for a confidential discussion regarding possible arrangements.

Feel Free to email me at [scooper@cuesta.edu](mailto:scooper@cuesta.edu). I will do my best to respond within 24 hours.

When emailing me, type 'BUS 45 last Name' in the subject line and include chapter number if this is a question about a specific chapter.

I look forward to meeting you in cyberspace!