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**FALL 2008**

**NAME OF COURSE:** Introduction to Business  
**COURSE #** BUS100.910  
**FACULTY:** Dr. Leatha Ware, Associate Professor of Business  
**OFFICE:** Academic Professional Center (APC), Room 283  
**OFFICE HOURS:** Please call voicemail and leave a message  
**PHONE:** (630) 466-2309  
**E-MAIL ADDRESS:** [lware@waubonsee.edu](mailto:lware@waubonsee.edu)  
**TIMELINE:** You must take your final on or before **DECEMBER 15, 2008.**  
**COMPUTER PASSWORD:** To use campus computers for homework in this class, contact the help desk at 499-7900 ext. 4357.

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**COURSE DESCRIPTION:** This course provides the foundation for developing concepts, attitudes, and philosophies about business operations. The following topics are introduced: management, marketing, finance, economics, ethics and social responsibility, human resources, advertising and promotion, distribution, and international business.

**COURSE OBJECTIVES:** Upon successful completion of this course, the student will be able to:

1. Distinguish between the differing forms of economic systems.
2. Identify the major forms of business organizations.
3. Discuss the differences between sole proprietorship, partnership, and corporation.
4. Discuss the ethical and social responsibilities of business.
5. Discuss management and leadership styles.
6. Identify appropriate human relations and motivation practices from various management scenarios.
7. Compare and contrast labor-management practices.
8. Identify appropriate product and pricing strategies for various scenarios.

**TEXTBOOK:** A textbook is required and is available from Waubonsee's Bookstores at either the Sugar Grove or the Aurora campus.

**TEXT:** Understanding Business, Nickels, McHugh, McHugh (McGraw-Hill), 8<sup>th</sup> edition.

When you purchase your textbook through Waubonsee's bookstore, your course videos will accompany it. If you choose to obtain your textbook through another source, you will need to obtain access to the videos through the publisher's website: [www.mhhe.com/ub8e](http://www.mhhe.com/ub8e). Choose the Student Edition from the menu on the left hand side of the screen. On the

next screen, again on the left hand side, find the Course Wide Content Menu and choose "Videos". A Log In menu should slide down in the upper right hand corner of the screen. Choose Purchase Access and follow the instructions to create your account. If you encounter any problems, contact the publisher at 1-800-331-5094.

**GRADING POLICY:**

Your final grade will be determined according to the total number of points you receive on all four (4) exams. There is a maximum of 400 points.

<b>TOTAL POINTS ALL TESTS (QUESTIONS ANSWERED CORRECTLY)</b>	<b>PERCENTAGE GRADE ALL TESTS</b>	<b>FINAL GRADE</b>
400 - 360	100% - 90 %	A
359 - 320	89% - 80%	B
319 - 280	79% - 70%	C
279 - 240	69% - 60%	D
239 & Below	59% & below	F

**SEQUENCE:**

<b>Textbook Readings</b>	<b>DVD/VIDEOS</b>	<b>Study Guide (WebCt - Online)</b>	<b>Week</b>
<b>1 - 4</b>	<b>Chapters 1 - 4</b>	<b>1</b>	<b>5<sup>th</sup></b>
<b>5 - 10</b>	<b>Chapters 5 -10</b>	<b>2</b>	<b>10<sup>th</sup></b>
<b>11 - 15</b>	<b>Chapters 11 -15</b>	<b>3</b>	<b>14<sup>th</sup></b>
<b>16 - 20</b>	<b>Chapters 16 - 20</b>	<b>4</b>	<b>16<sup>th</sup></b>

This schedule is approximate. Please plan a schedule that will allow you to take a test every three to four weeks if you enrolled at the beginning of the semester. If you enrolled after the traditional semester started, please accelerate your testing schedule accordingly.

All course work should be finished by [December 1](#). If you are unable to complete the course within the allotted time, you may withdraw yourself from the course.

**TESTS:**

There are four, 100 question tests. Test questions will be multiple-choice and true/false. The tests cover material from the text and video/DVDs. It is important to thoroughly study each resource prior to taking the tests. The tests are computerized.

<b>Test #</b>	<b>Textbook Readings</b>	<b>Video/DVDs</b>	<b>Percent of Final Grade</b>
<b>1</b>	<b>Chapters 1 - 4</b>	<b>Chapters 1 - 4</b>	<b>25%</b>
<b>2</b>	<b>Chapters 5 - 10</b>	<b>Chapters 5 - 10</b>	<b>25%</b>
<b>3</b>	<b>Chapters 11 - 15</b>	<b>Chapters 11 - 15</b>	<b>25%</b>
<b>4</b>	<b>Chapters 16 - 20</b>	<b>Chapters 16 - 20</b>	<b>25%</b>

Tests may be taken at Waubensee Assessment Services either at the Sugar Grove campus, Collins Hall (first floor-Room 137), or at the Aurora campus, (first-floor-Room 115). You will be asked to submit a photo ID and to leave your textbooks, notes, handbag, etc. at the front desk while taking the test. The tests should be taken prior to moving onto the next section. Your test results may be viewed immediately upon completion of each test.

**HOW TO SUCCEED:**

Welcome to the course “Introduction to Business.” For many of you this will be the first time you have taken an independent study course. This course was designed to provide students with the flexibility of allowing them to earn college credit by fitting the course into their busy schedules.

The successful students are the ones who can get themselves to watch the video/DVDs on a regular schedule. In other words, they approach this course much the same way they do their other courses in that they do something each week instead of trying to watch all the video/DVDs at the end of the semester. For many students the flexibility is an exciting new way to earn college credit.

If I am not available when you call, you may leave a voice mail message (your name, phone number, message and the best time to reach you). I will return your call as soon as possible. If you find you are having difficulty getting the work done, give me a call or stop in and see me.

**UNIQUE FEATURES OF COURSE:**

The course consists of viewing 20 video DVDs, completing the assigned reading in the text, and taking the tests.

There are four (4) study guides on WebCT that will support you in preparing for your tests. It is strongly recommended that you complete each study guide prior to completing the tests. Although the study guides are graded, they are not calculated as part of your final grade. You are permitted to take the study guides an unlimited amount of times. Instructions for using WebCT are in the telecourse package that you receive from the bookstore. If you have questions on how to use WebCT, please call technical support on, 630.466.2535.