WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

Business 120 <Principles of Business> surveys the fundamentals of the American business enterprise. This course also examines the foundations and responsibilities of business, management, marketing, accounting, finance and the business environment.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Discuss the nature of business and the importance of the profit motive
2. Compare and contrast the prevalent economic systems
3. Describe the government-business relationship as it exists today in the United States
4. Differentiate between short- and long-term financing
5. Outline the marketing function and describe its significance
6. Describe the focus of current and future operations
7. Explain the major issues at stake in labor-management relations
8. Discuss the responsibilities and significance of human resource management
9. Define the motivational approaches available to the manager
10. Identify and define the functions of management
11. Describe the authority relationships that exist in an organization and explain the delegation process
12. Discuss the social and ethical responsibilities of business
COURSE TASKS

CLASS ATTENDANCE
Since this is a face-to-face hands-on course, you need to attend class regularly for group and individual activities, class discussions, and lectures. More than two absences may affect your grade. TO RECEIVE CREDIT – YOU MUST BE PRESENT IN CLASS 100% OF CLASS TIME.

For every class meeting, three (3) hours of homework will be assigned. Being absent is not a valid reason for not completing your assignment. Please understand that I am not a private tutor and will not lecture on a one-to-one basis.

ACTIVITIES & ASSIGNMENTS

Student’s Responsibility
➢ Participate in class and group discussions.
➢ You are responsible for completing Chapter Reading and all assignments according to the Course Schedule.
➢ If you have difficulty, please let me know as soon as possible.
➢ Being confused and not making an attempt to see/call me is not a valid reason for not completing an assignment.

1) ON-LINE ACTIVITIES & ASSIGNMENTS:

a) MyBizLab Video Case Assignments:
You should download MyBizLab immediately and register. Do it now. Go to www.mybizlab.com and register. If you have questions, there is a link to a tutorial at the upper right of the welcome page which you can listen to and make notes. Your access code is included with your text. The school zip code is 96816. It is your responsibility to have an access to MyBizLab.

For each chapter under Course Content in MyBizLab, you will find a VIDEO CASE. On Laulima, you will find MyBizLab ASSIGNMENTS SCHEDULE and VIDEO QUESTIONS for each VIDEO CASE.

You need to print out the VIDEO QUESTIONS and HAND-WRITE your responses, and submit them in class on the specified due dates. It is your responsibility to keep track of the schedule and due dates, complete the assignments, and submit the hard copy in class.

Late/incomplete/ incorrect assignments will NOT be accepted by the instructor.
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> Responses to VIDEO QUESTIONS must be HAND-WRITTEN, NOT typed.
> TYPED VIDEO QUESTIONS RESPONSES will NOT be accepted or given credit.
> Submissions are accepted in class ONLY.
> NO submissions via e-mail will be accepted.

2) **IN-CLASS ACTIVITIES & ASSIGNMENTS:**

a) **CHAPTER OUTLINES:**
Chapter Outlines are detailed outlines of each chapter. THEY MUST BE HANDWRITTEN and submitted on the specified due dates. TYPED CHAPTER OUTLINES WILL NOT BE ACCEPTED OR GIVEN CREDIT.

b) **IN-CLASS CHAPTER QUIZZES:**

*All quizzes will be administered in class* on the date & time specified in the Course Schedule. Students are held fully responsible for knowing exam dates & time. The instructor is not responsible to issue any warning regarding upcoming exams, except changes to the original exam date or time if necessary. All quiz questions will be derived from the textbook.

**Quizzes are PASS or FAIL:**

✔ 60% (12 points out of 20 max points) is the passing score.
✔ If you pass, you will gain 5 points. If you fail, you will gain 0 point.

Remember, if you are late for class, you will miss the quiz as the quizzes are given at the beginning of each class meeting.

**NO Make-up Quizzes:**

Make up quizzes are not permitted unless the cause for an absence is extreme, e.g., severe sickness requiring medical attention and verifiable to the instructor. In such a situation the instructor would require a written confirmation of the medical condition from the attending medical source. In the extreme event that a make-up exam is allowed by the instructor, the instructor has the option of deducting penalty points from the exam for the tardiness of taking the exam. The point deduction may be severe; so all efforts should be made to take the exam at the appointed date & time.

c) **IN-CLASS EXAMS:**

*All FOUR exams will be administered in class* on the date & time specified in the Course Schedule. Students are held fully responsible for knowing exam dates & time. The instructor is not responsible to issue any warning regarding upcoming exams, except changes to the original exam date or time if necessary. All exam questions will be derived from the text, lectures and video presentations.

A student is required to take ALL FOUR EXAMINATIONS to be eligible to receive a passing grade for the course. If you miss an exam, you will automatically fail the course.
NO Make-up Exams:

Make up exams are not permitted unless the cause for an absence is extreme, e.g., severe sickness requiring medical attention and verifiable to the instructor. In such a situation the instructor would require a written confirmation of the medical condition from the attending medical source.

In the extreme event that a make-up exam is allowed by the instructor, the instructor has the option of deducting penalty points from the exam for the tardiness of taking the exam. The point deduction may be severe, so all efforts should be made to take the exam at the appointed date & time.

ASSESSMENT TASKS AND GRADING

CRITERIA FOR GRADING:

There are four exams during the semester. Your grade is determined by the total number of points accumulated for EXAMS, CHAPTER QUIZZES, ASSIGNMENTS, APPLICATION ACTIVITIES, MyBizLab VIDEO CASES, and PROFESSIONALISM/GROUP DISCUSSIONS. The grading breakdown is as follows:

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Chapter Outlines</td>
<td>75</td>
<td>(5 points x 15 = 75 points)</td>
</tr>
<tr>
<td>15 Chapter Quizzes</td>
<td>75</td>
<td>(5 points x 15 = 75 points)</td>
</tr>
<tr>
<td>20 Application Activities</td>
<td>100</td>
<td>(5 points x 20 = 100 points)</td>
</tr>
<tr>
<td>15 MyBizLab Video Cases</td>
<td>75</td>
<td>(5 points x 15 = 75 points)</td>
</tr>
<tr>
<td>Professionalism/Group Discussions</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Exam #1</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Exam #2</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Exam #3</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Exam #4</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>825</td>
<td></td>
</tr>
</tbody>
</table>

A = 743 - 825 points
B = 660 - 742 points
C = 578 - 659 points
D = 495 - 577 points
F = below 494 points

LEARNING RESOURCES

Mary Poatsy & Kendall Martin, Better Business (Second Edition), Pearson Prentice Hall (with access to MyBizLab)

Additional Information

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.
IMPORTANT STUDENT INFORMATION

STUDENT CONDUCT CODE
The University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution; to respect the rights, privileges, and property of others; and to observe national, state, and local laws and University regulations. For more information, please refer to "Student Conduct Code," Windward Community College General Catalog.

DISRUPTIVE BEHAVIOR
Disruptive Behavior: Windward Community College regards disruptive behavior as speech or actions which intentionally:
  • Is disrespectful, offensive, or threatening
  • Interferes with the learning activities of other students
  • Impedes the delivery of College service
  • Has a negative impact in any learning environment

In other words, please show respect for your fellow students and the instructor during the class and refrain from offensive language or offending statements. Students should avoid language that in any way demeans others in a prejudicial manner (e.g. sexist, racist). As the class participates in Internet discussions, the instructor may point out language that is detrimental to interpersonal relations. If a student receives such feedback, it is assumed that the student will accept it in the spirit of learning and becoming aware of ways to improve communication. If the behavior continues after being cautioned, the student may be removed from the class environment altogether.

Any student whose speech or actions intentionally are disrespectful, offensive, and/or threatening; interferes with the learning activities of other students; impedes the delivery of College services; or has a negative impact in any learning environment may be subject to disciplinary action by the College. For more information, please refer to "Student Conduct Code," Windward Community College General Catalog.

PLAGIARISM/CHEATING
Any student, including collaborators, who cheats or plagiarizes on any quiz, exam, or assignment will receive a "zero score" and will be asked to withdraw from class. If you turn in someone else's work or reformat another person's work as your own, it is cheating. You may not share disks, files, or printouts. Be honest with yourself and with others. If you have concerns, please discuss them with your instructor. For more information, please refer to "Student Conduct Code," Windward Community College General Catalog.

FOOD AND DRINK
Food and drink of any kind are not permitted in the classrooms.

ELECTRONIC COMMUNICATION
For the consideration of classmates, smart phones and cell phones must be turned off. Check your messages between classes or during the break.
ATTENDANCE:
- TO RECEIVE CREDIT – YOU MUST BE PRESENT IN CLASS 100% OF CLASS TIME.
- Regular Class Attendance and promptness is expected. Promptness will be measured as being in the classroom at the start of the session.
- No Shows: Students who disappear without formally dropping the course will receive the grade of “F” at the end of the semester.

ILLEGAL DRUGS AND ALCOHOL ABUSE
In conformance with existing law, students are not permitted to manufacture, distribute, possess, use dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and federal law on campus. Students found in violation of this shall be subject to the provisions of the "Student Conduct Code." The university will cooperate with law enforcement agencies. For more information, please refer to "Student Conduct Code," Windward Community College General Catalog.

NO EXTRA CREDITS:
To earn a high grade, you need to stay focused on the assignments and their deadlines throughout the semester.

STUDENT RIGHTS & RESPONSIBILITIES
In instructional activities, students are responsible for meeting all of the instructor’s attendance and assignment requirements. Failure to do so may affect their final grade. In all college related activities, including instruction, they must abide by the college's codes and regulations, refraining from behavior that interferes with the rights and safety of others in the learning environment. Finally, if they decide to file a grievance, they are fully responsible for providing proof that they have been wronged.

WITHDRAWAL
The last day to withdraw from this class is noted on the academic calendar and deadlines at the KCC website, www.wcc.hawaii.edu. Please check this site for the latest updates. It is your responsibility to withdraw via the Web or obtain the withdrawal form from the Student Service Center or from your counselor. It is to your advantage to consult with your counselor for available options. Note: If you are enrolled in only one course at the College, withdrawing from that course also withdraws you from the College.

AUDIO AND VISUAL RECORDINGS
Prior permission of the instructor is required for audio and/or visual recordings of lectures or class presentations. Student initiated recording(s) and use of any electronic means of capturing or transmitting lectures or class presentations are prohibited and may be subject to disciplinary action by the College. For more information, please refer to "Student Conduct Code," Windward Community College General Catalog.

WORK AREA/WORKSTATIONS
In consideration of other classroom users, please restart computers, clear workstation area of all rubbish, and return chairs to their proper position at the end of each class session.

FINAL COURSE GRADE
Final course grades are usually posted on the web within a week after grades are due. Grade reports are not mailed to students. Check MyUH at http://myuh.hawaii.edu to view grades.
UNINVITED GUESTS/CHILDREN
As a courtesy to your classmates as well as to your instructor, uninvited guests and children are not allowed in the classroom. Please make special arrangements for childcare. For childcare information, see Single Parents and Displaced Homemakers Program under "STUDENT SUPPORT SERVICES."

EMAIL - University of Hawai‘i Policy on Email Communication
The electronic communications policy adopted in December 2005 establishes the University of Hawai‘i internet service as an official medium for communication among students, faculty, and staff. Every member of the system has an @hawaii.edu address, and the associated username and password provide access to essential web announcements and email. You are hereby informed of the need to regularly log in to UH email and web services for announcements and mail. Failing to do so will mean missing critical information from academic and program advisors, instructors, registration and business office staff, classmates, student organizations, and others. For more information go to MyUH at http://myuh.hawaii.edu.

NETIQUETTE: Using Professional Style in Electronic Communications to communicate with other students and your instructor on class matters. Here are some guidelines:

• Composing a message:
  o Type a few words or a brief statement in the subject line describing your email
  o Address the recipient of the email by typing “Dear” or “Hi” then his or her name
  o Close the email by typing your name or use a closing such as “Aloha” or “Sincerely” and then your name
  o Be brief in your message without being overly abrupt or short
  o When replying to a message, include relevant parts of the original message so that the recipient understands the context of your message
  o Use good grammar and pay attention to correct spelling in your email, your postings, and your assignments
  o Use mixed case. UPPER CASE LOOKS AS IF YOU ARE SHOUTING. all lower case looks too informal and unprofessional.
  o Be professional in your communications, be positive, and make a good impression.

• Avoiding the “flames”: “Flaming” includes sending angry or inflammatory messages, responding to a hostile message, and/or giving someone a verbal lashing in public. If you witness someone acting inappropriately online, the best tactic is not to do anything and let the fighting subside. Be respectful.

• Showing respect to others. Remember that the recipient is a human being whose culture, language, and humor might have different point of reference from your own. Be understanding and not judgmental. Put yourself in the other person’s place.

• Reviewing before sending.
  a) To prevent sending a email prematurely, you can leave the “send to” field empty, send the email to yourself, or store it in a draft folder
  b) If you have really strong feelings about a subject, indicate it in assertive language that does not put others down. Remember, no flaming.
  c) Read your message out loud to yourself before sending it.