BUS 120 Business Organization & Management

Course Master Syllabus

Course Information

Catalog Description: This course provides an introductory study of business, focusing on historical beginnings, types of business ownership, problems of production, transportation, promotion, research, marketing, and their interrelationships. Principles of organization and management, as well as the function of modern business, are also examined.

Prerequisite(s): None

Corequisite(s): ENG 140 – English Composition I

Credits: 3

Hours: 3

Required Text(s): MindTap Introduction to Business with LivePlan for Pride/Hughes/Kapoor's *Foundations of Business*, 6th edition

Supplemental Materials:

Instructor Information

Instructor's Name:

Contact Information:

Office Hours:

Program Goals

1. Apply fundamental principles of management, marketing, accounting, finance, and operations to solve business challenges in diverse industries.
2. Analyze complex business situations, interpret data, and develop strategic solutions using evidence-based decision-making.

3. Demonstrate professional written and oral communication skills tailored to diverse business contexts and audiences.
4. Apply ethical principles, corporate social responsibility, and legal frameworks in business decision-making.
5. Leverage business technologies, information systems, and quantitative methods to enhance decision-making and operational efficiency.
6. Assess and respond to the challenges and opportunities of global business environments, including cultural, economic, and regulatory factors.

Class Core Competencies

The following core competencies are embedded in this curriculum:

- Communicate effectively in both speech and writing.
- Use computer systems or other appropriate forms of technology to achieve educational and personal goals.
- Use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
- Understand the importance of a global perspective and culturally diverse peoples.
- Understand ethical issues and situations.
- Address an information need by locating, evaluating, and effectively using information.

Class Learning Assessment

Student Learning Outcomes	Suggested Means of Assessment
Define business, describe the private enterprise system, and explain how competition and entrepreneurship contribute to the U.S. Economic system	Quizzes, narrative essays, business plan, case study, exams
Describe the ethical and major global economic challenges facing businesses	Quizzes, narrative essays, business plan, case study, exams
Define management and the skills necessary for managerial success	Quizzes, narrative essays, business plan, case study, exams
Identify and briefly describe each of the four stages of the product life cycle and	Quizzes, narrative essays, business plan, case study, exams

Student Learning Outcomes	Suggested Means of Assessment
briefly describe the major components of an effective distribution strategy	
Explain the importance of human resource management, the responsibilities of human resource managers, and the role of human resource planning in an organization, competitive strategy	Quizzes, narrative essays, business plan, case study, exams
Explain the functions of accounting and its importance to a firm's management, investors, creditors and government agencies	Quizzes, narrative essays, business plan, case study, exams
Explore how technology is changing the world of business and society	Quizzes, narrative essays, business plan, case study, exams

Grading System

Letter Grade	Percentage Range
A	90 to 100 percent
B Plus (B+)	87 to 89.9 percent
B	80 to 86.9 percent
C Plus (C+)	77 to 79.9 percent
C	70 to 76.9 percent
D	60 to 69.9 percent
F	Below 60 percent

College Information

Disability Services
Disability Services Webpage

Statement and Policy on Cheating, Plagiarism, and Academic Conduct
Academic Conduct Policy (Policy 304) [PDF]

Students are required to perform all the work specified by the instructor and are responsible for the content and integrity of all academic work submitted. A violation of academic integrity will occur if a student: (1) knowingly represents work of others as

one's own, (2) uses or obtains unauthorized assistance in any academic work, (3) gives fraudulent assistance to another student, or (4) furnishes false information or other misuse of college documents.

Unauthorized use of Artificial Intelligence (AI) is prohibited unless the instructor explicitly permits it in the syllabus or assignments. If tools such as ChatGPT are permitted by an instructor to be used for an assignment, they should be used with caution and with proper citation. In all such cases, you may only use the specific tools identified as acceptable and you must adhere to the College's standards for attribution, validation, and transparency.

In cases of suspected violation of academic integrity, the incident is to be reported to the Office of Academics. A student found guilty of violating the rule of academic integrity by the Vice President of Academics will be considered to have failed in personal obligation to the College; such failure will be subject to disciplinary action by the College. Unless otherwise notified, the instructor will allow students who are pending disciplinary action to attend class.

Tutoring and Testing at the Instructional Support Center (ISC)

- Instructional Support Center (ISC) Webpage

WCCC Library Services

- WCCC Library Website

Citation Styles and Formatting

Work submitted for any Warren County Community College course must conform to the required formatting and citation style that are specified by the instructor. The Library and Instructional Support Center can assist students with formatting and citations for assignments and papers.

WCCC Attendance Expectations

The College expects students to attend and participate in all classes. This involves sharing discussions and lectures in class, as well as interacting with other students. Grades are based on the quality of work students complete in meeting the requirements for a particular course, as stated in the course syllabus and catalog description. Attendance, among other factors, may be an additional criterion for assigning grades. Students should realize that they are responsible for all class meetings and that work missed because of absences may affect their grades. Attendance in online classes is

determined by the completion of assignments/ tests. Students who have not completed any assignments or tests will be considered non-attending and receive an NF grade in online classes.

Class Attendance Expectations

Topical Outline

- The environment of business and business ethics
- Business ownership and entrepreneurship
- Management, leadership, and the organization
- Human resources
- Marketing
- Social media, technology, and e-business
- Accounting, finance, and personal investment

Grading Methods

Assignment	Points/Percentage

Class Itinerary

Week / Unit	Topic	Readings/Assignments

Week / Unit	Topic	Readings/Assignments