

Course Expectations Letter

Subject: Introduction to Business

E-Mail Contact Information:

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Catalog Course Description:

This course is designed for the student who has an interest in a career in business. Topics cover business operations, strategies for both domestic and international markets, economic factor, legal regulations, management, leadership, marketing, financial operations, accounting controls, and e-commerce. This course will count toward a business certificate or degree in business and will transfer to a four-year school.

Student Learning Outcomes:

Analyze a business situation and recommend a plan for improvement using a general set of knowledge from the functional areas of business which would include: marketing, management, finance, accounting, and the general business environment.

By logging into Canvas you affirm that you are the student who enrolled in the course(s) and are the person who will complete the assigned work. Furthermore, you agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in [BP 5500 \(Standards of Conduct\)](#) and AP [5520 \(Student Conduct Procedures\)](#) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. You acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college.

This is **NOT** a self-paced course. There are firm deadlines in this class. There are assignments due on a regular basis. Please plan your time carefully!

Textbook: Please consult the Bookstore for information at (562) 463-7345 or go to [Rio Hondo College Online Bookstore](#)

This course will include regular instructor student contact. Methods of regular instructor student contact include:

Timeline for the course:

Week 1	Course overview, chapter 1, Discussion Board Assignment #1 due
Week 2	Chapter 2
Week 3	Chapter 3
Week 4	Chapter 4 and Case Study Assignment #1 due
Week 5	Unit Test #1 and Chapter 5
Week 6	Chapter 6
Week 7	Chapters 7 and 8
Week 8	Unit Test #2 and Chapter 9
Week 9	Chapter 10
Week 10	Chapter 11 and Discussion Board Assignment #2 due
Week 11	Chapter 12 and Case Study Assignment #2 due
Week 12	Chapter 13 and Unit Test #3
Week 13	Chapters 14 and 15
Week 14	Chapter 16
Week 15	Chapter 17 and Stock Market Assignment due
Week 16	Final Examination

The instructor may drop you for non-participation.

There will be a one to three business day delay after an add code is used before a student may be able to log on to Canvas.

For students new to online classes, it is highly recommended that you take the Online Orientation through our Online Education website. This will help explain what online classes are like and familiarize you with how the class is laid out. The orientation can be found at: <http://www.riohondo.edu/canvas-orientation//>

Email Responses: Instructors will make every attempt to respond to students in a timely fashion. Responses can take up to 48 hours before a response is received, excluding weekends and holidays.

Disability: A Student with a verified disability may be entitled to appropriate academic accommodations. Please contact your instructor and/or the [Disabled Students & Programs](#) office at 562-908-3420 for more information.

Modifications and Disclaimer: The instructor reserves the right to modify the content of the course or any course procedure. It is the responsibility of the student to keep apprised of all changes. If the student wishes to drop the class he/she is responsible for initiating the drop. Do not take it for granted that you will be dropped. If you stop working and do not drop the course, you may get an undesirable grade.