Welcome to Business 100 Online Class
Fall 2017
BUS 100 Section 28309 – Introduction to Business

Class begins on Monday, August 21, 2017 and runs through December 9, 2017. The course will be available on COC’s Canvas course management system beginning at 7:00 AM on August 21st. You must log in by Wednesday, August 23, 2017 at 11:59 PM and post to the Introductions Discussion Board or you will be dropped from this course.

Dear Students,

I would like to officially welcome you to my fall 2017 online class. My name is Professor Chung. I look forward to working with you this semester at College of the Canyons.

Please read this entire memo before starting the course. This memo will provide you with important information about the course and how to log into the course. Once you log in, please be sure to review the syllabus fully as that will provide more details on the course itself.

For the online portion of this course, it will be helpful if you:

- are self-motivated to complete work by deadlines;
- are a strong reader and communicate well in writing;
- work well in a cooperative learning environment;
- have reliable Internet and email access;
- know basic computer skills and have access to Microsoft word; and
- if this is your first online course, visit the following link to assess your readiness for this course: [http://www.canyons.edu/Offices/DistanceLearning/Pages/Assessments.aspx](http://www.canyons.edu/Offices/DistanceLearning/Pages/Assessments.aspx)

- If this is your first online course, also consider taking Counseling 070 (Becoming a Successful Distance Learning Student). This is a one unit course designed to improve your success in online courses.
Introduction to Business:

Introduces the field of business administration, examining how U.S. and global business policies and practices are affected by the interaction of economic systems, culture, legal, political, and financial institutions, including economic systems, leadership, entrepreneurship, strategic management, organizational structure and communication, marketing, accounting, finance, stock market, operations, information technology, human resources, organized labor, ethics, social responsibility, sustainability, and globalization.

Preparation each week:

You will be expected to read the chapter(s) prior to the week of the discussion and assignments for the specific chapter(s). You will be required to participate on a weekly basis.

Exams:

The exam will held online in Canvas. There will be three exams for the semester.

Logging into Canvas:

Visit the following site to log into Canvas: \[\text{http://cv.canyons.edu}\]

- Enter your MyCanyons Username (example: jdsmith)
- Password = students (you can change your password to something more secure by going to “tools” and then “personal information”)
- Note – it can take between 24 – 48 hours for a student’s name to appear in Canvas after the student has registered for the course
- You can also use the above link to get help with Canvas.
- PLEASE DO NOT USE INTERNET EXPLORER- USE CHROME, FIREFOX OR SAFARI.
- Student Tech Support: Email cvsupport@canyons.edu or Phone: 661-362-3344 (after hours and weekends, call 877-889-9052)

Textbook for the course and assignments:

You can purchase the required textbook or e-textbook from the COC bookstore on campus or online or anywhere else. **It is highly recommended that you purchase the book way in advance and start reading the chapters. If you don’t have the book by day 1, you will**
already be behind. The syllabus will provide you with the chapter(s) to read ahead of time prior to the week of the assignments. The homework assignments will be due on a weekly basis. Other discussion or weekly assignments for each chapter will generally be available starting Mondays at 7:00 a.m. and the assignments will be due during a specific day of the week at 11:59 p.m. If it is a different timeframe, it will be listed on the assignment. You can submit your assignments anytime between this timeframe.

Business Essentials, 11th Edition

By Ebert & Griffin (Pearson)
ISBN 9780134796741

An access code for MyBizLab will also be required for online assessment study module, homework assignments, and chapter quizzes. Both the textbook and the MyBizLab access code are available together in a customer bundle at the COC Bookstore as a loose-leaf format (it may be less expensive). Please contact the COC bookstore at (661-362-3255) or at the COC Bookstore website. If you choose to purchase elsewhere, make sure it comes with the MyBizLab access code or you won’t be able to do the work.

See you online!

Prof Chung
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