

ARIZONA WESTERN COLLEGE  
SYLLABUS

## BUA 100 SURVEY OF BUSINESS

Credit Hours: 3 Lec 3

PREREQUISITE: None

COURSE DESCRIPTION

An introduction to the field of business administration in such functional areas as marketing production, business organization and ownership, management, regulation, organizational structure, human resource, and financial management.

1. COURSE GOAL

This course will provide the student with a basic understanding of the world of business. Material covered will include history of free market system and government impact on business, as well as, the functional areas of finance, operations, marketing, etc. Class discussions on current issues relevant to business will enhance the concepts presented in the text and lectures. The student should keep up with current events in business.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 develop an understanding of the U.S. system of business.
- 2.2 gain an appreciation of the complex nature of business and its functions.
- 2.3 learn to use independent thought and reasoning in their understanding and approach to business.
- 2.4 learn the effects of government, social pressures, individual actions, world conditions, etc. on business and how it functions.

3. METHODS OF INSTRUCTION

- 3.1 Lecture, discussions, and activities of course material and relevant issues
- 3.2 Instructional technology
- 3.3 Pre-assignment of topic to be covered in class
- 3.4 Initiating collaborative student discussion

4. LEARNING ACTIVITIES

- 4.1 Read all assigned chapters
- 4.2 Receive lecture and participate in class activities and discussions
- 4.3 Write reaction or information papers
- 4.4 Watch videos and multimedia presentations
- 4.5 Keep current on general scope of business news

5. EVALUATION

- 5.1 Class participation/communication
- 5.2 Quizzes
- 5.3 Article reaction papers
- 5.4 Examinations

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from

the course and fails to complete the requirements of the course, the student will receive a failing grade.

- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
- Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
- For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course