

# **BUS 1001 – First Year Business Experience**

## **Course Syllabus**

**CREDIT:** 1 semester hour

**INSTRUCTOR:** Janet Campbell

**PHONE:** 652-7837

**E-MAIL ADDRESS:** campbellj@dixie.edu

**OFFICE LOCATION:** Smith Computer Center, south end of Computer Lab area

**REQUIRED TEXTBOOK & MATERIALS:** No required textbook  
STUDENT SUCCESS HANDBOOK (received during O&R session)  
Pen and paper should be brought to every class meeting

### **COURSE DESCRIPTION:**

This course is designed to help students succeed in business courses, as well as other courses at Dixie State College. The main goal of the course is to help new freshmen and returning students make a successful transition to being a college student.

The course is taught in a traditional lecture environment, meeting for 50 minutes once a week. The student should plan on spending approximately 2 hours per week outside of class to meet course requirements.

*If you have a medical, psychological, or learning disability and would like accommodations, contact the Disability Resource Center. Staff at the center will determine eligibility of the student requesting special services and determine the appropriate accommodations related to the student's disability.*

### **PERFORMANCE OBJECTIVES:**

At the completion of this course, the student should be able to show knowledge and expertise in the following:

**Orientation to a major area of study** – Student will get an idea of degree options and career opportunities by:

- Understanding the value of education and the General Education requirements.
- Working with an advisor to plan a course of study to meet degree requirements
- Learning about several Business degree options and numerous career opportunities

**Orientation to Dixie State College** – Student should feel a sense of confidence and belonging by:

- Being able to identify and use campus resources, including the locations of each.
- Being able to use the DSC website and its resources
- Understanding campus policies and procedures
- Understanding student rights and responsibilities
- Knowing what extra-curricular activities are available and understanding the benefit of participating

**Orientation to college life** – Student will understand common challenges associated with college life and explore strategies for navigating these challenges by:

- Learning about campus safety, health and wellness, time management and strategies to handle stress
- Becoming aware of diversity and learning how to create an inclusive environment

## BUS 1001 – First Year Business Experience

- Becoming aware of financial challenges of attending college and strategies to deal with them
- Orientation to Academic Skills** – Student will gain academic confidence by:

- Understanding course syllabi
- Learning strategies to help in reading textbooks, taking notes, and communicating with faculty
- Gaining study skills
- Learning strategies to help in preparing for and taking tests
- Understanding academic dishonesty and how to avoid it
- Understanding the different learning styles and how to take advantage of their strengths
- Understanding what critical thinking is, and how to use it in courses
- Understanding what service learning is, and how it can be beneficial part of education

### COURSE COMPLETION PROCEDURES

Attend each class session, and complete assignments, quizzes and tests as assigned.

### ASSIGNMENTS:

One or two assignments will be given at the conclusion of each class meeting. Those assignments will generally be due at the beginning of the next class meeting. However, several assignments will be given with longer time periods in which to complete them. Late assignments will not be accepted in the course.

### QUIZZES and TESTS:

Quizzes and Tests will usually be found on the Blackboard Quizzes/Tests link. Students should log on and complete each by the assigned due dates, unless otherwise instructed. After the due date, the quiz or test is no longer available. Late quizzes and tests will not be accepted.

### EXTRA CREDIT:

Students will be given several opportunities to earn extra credit throughout the semester.

### GRADING

Assignments, Quizzes and Tests will each be worth various amounts of points (depending on the difficulty and time involved). Grade will be determined by dividing student's total earned points by total points possible. Grade will be assigned based on the following grade scale. Student will notified of their current grade throughout the course.

|    |         |    |        |    |        |    |        |   |       |
|----|---------|----|--------|----|--------|----|--------|---|-------|
| A  | 93-100% | B+ | 87-89% | C+ | 77-79% | D+ | 67-79% | F | 0-59% |
| A- | 90-92%  | B  | 83-86% | C  | 73-76% | D  | 63-66% |   |       |
|    |         | B- | 80-82% | C- | 70-72% | D- | 60-62% |   |       |

### INTEGRITY

Students are expected to act with integrity and honesty during all aspects of this course. Students will compete their own work without taking the work from another student. Students will not share their work with another student. The DSC Student Code of Conduct prohibits cheating by students. We have a Zero

## **BUS 1001 – First Year Business Experience**

Tolerance policy. If you act with integrity at all times, you will succeed.