

COURSE: **BUS 1360 PBL Club** **FALL 2013**
BUS 1350 Business Improvement Skills

INSTRUCTOR: Kent B. Brown
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CREDIT: 1 Semester Hour – PBL Club (CRN: 46106)
1 Semester Hour – Business Improvement Skills (CRN: 46105)

CLASS SCHEDULE: Time: 12:00 p.m. – 12:50 p.m.
Days: Tuesday & Thursday
Room: HAZY 219

COURSE DESCRIPTION

PBL – Phi Beta Lambda Business Club – An organization for students majoring in accounting, business management, administrative office management, computers, and related business fields. Affiliated with Future Business Leaders of America; members are entitled to all privileges of that national organization. Designed to provide leadership development and competition opportunities not available in any class. (\$20 fee required).

Business Improvement Skills – Designed to allow Phi Beta Lambda students the opportunity to upgrade their business skills through participation in actual business simulations, case problems, and a wide variety of office, computer, accounting, and management skill areas. Class supports Phi Beta Lambda club activities and prepares for competitive events.

DISABILITY ACCOMMODATIONS:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the **DISABILITY RESOURCE CENTER** Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located in the North Plaza Building. Visit or call 652-7516 to schedule appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services.

D-MAIL:

Important class and college information will be sent to your D-mail email account. This information includes your DSC bill, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to your success in this class and at DSC. All DSC students are automatically assigned a D-mail account. If you don't know your user name and password, go to www.dixie.edu for complete instructions. You will be held responsible for information sent to your D-mail account, so please check it often.

CELL PHONES, PAGERS, ELECTRONIC DEVICES: Respect others by turning them off while in class.

CLASS ATTENDANCE & PARTICIPATION:

Attendance is critical for the PBL Club / Business Improvement Skills classes. Since the majority of all learning and class discussion will take place during class, it is imperative to be present.

POINT SYSTEM:

Attendance (5 points / class)	150
Club Rush (5 points / hour)	10
Arrange for Speaker	10
Arrange for Business Tour	10
Fall Leadership Conference (SLC) 11/22-11/23	25
Homecoming Parade (float) 10/26	10
Special Needs Carnival (booth) 10/30	10
Officer Participation	20
Team Leader Participation	10
College Service Projects (TBD)	20
Club Fund Raisers (points + \$ for NLC)	
* Youth Leadership Training 10/3	
* Another TBD	

GRADING:

<u>%</u>	<u>Grade</u>	<u>Total Points</u>
94 – 100 =	A	188+
90 – 93 =	A-	180 – 187
87 – 89 =	B+	174 – 179
84 – 86 =	B	168 – 173
80 – 83 =	B-	160 – 167
77 – 79 =	C+	154 – 159
74 – 76 =	C	148 – 153
70 – 73 =	C-	140 – 147
67 – 69 =	D+	134 – 139
64 – 66 =	D	128 – 133
60 – 63 =	D-	120 – 127
0 – 59 =	F	0 – 119



Class Schedule
BUS 1350 & 1360 – PBL Club & Improving Business Skills
Fall 2012
(T & TH CLASS)

Class	Date	Day	Class
1	25-Aug	Tuesday	Introduction - Business Club (Phi Beta Lambda)
2	27-Aug	Thursday	Competitive Events Overview
3	1-Sep	Tuesday	Stock Market Game
4	3-Sep	Thursday	Opening Social - Recruitment
5	8-Sep	Tuesday	Entrepreneurship
6	10-Sep	Thursday	Guest Speaker: Neil Walter (NAI) [Room 121]
7	15-Sep	Tuesday	Competitive Events
8	17-Sep	Thursday	College Service Project
9	22-Sep	Tuesday	Tour Business
10	24-Sep	Thursday	Guest Speaker: Drew Heaps (Holiday Inn) [Room 121]
11	29-Sep	Tuesday	Resume Writing
12	1-Oct	Thursday	Guest Speaker: Tom McArthur (McArthur Jewelers) [Room 121]
13	6-Oct	Tuesday	Analyze Stock Market Game Progress
14	8-Oct	Thursday	Networking
15	13-Oct	Tuesday	Competitive Events - Group Work
	15-Oct		<i>SEMESTER BREAK - NO SCHOOL</i>
16	20-Oct	Tuesday	Financial Literacy
17	22-Oct	Thursday	Guest Speaker: Travis Wilkinson (Wilkinson Electric) [Room 121]
18	27-Oct	Tuesday	Job Interview
19	29-Oct	Thursday	Combined Class with DEX
20	3-Nov	Tuesday	Tour Business
21	5-Nov	Thursday	Guest Speaker: Kelle Stephens (Custom Fit) [Room 121]
22	10-Nov	Tuesday	Final Preparation for Fall Conference
23	12-Nov	Thursday	FALL CONFERENCE 11/13 - 11/14 (NO CLASS)
	17-Nov		<i>CAREER DAY - NO CLASS</i>
24	19-Nov	Thursday	Guest Speaker: Carol Leavitt (Management Consultant) [Room 121]
25	24-Nov	Tuesday	Analyze Stock Market Game Progress
	26-Nov		<i>THANKSGIVING HOLIDAY - NO SCHOOL</i>
26	1-Dec	Tuesday	Competitive Events
27	3-Dec	Thursday	Competitive Events
28	8-Dec	Tuesday	Stock Market Game Concludes
29	10-Dec	Thursday	CLOSING SOCIAL
30	17-Dec	Thursday	FINAL EXAM