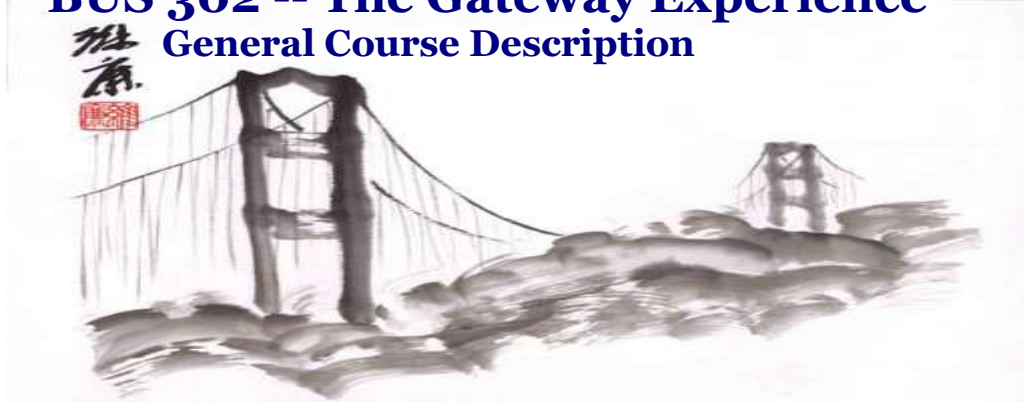


BUS 302 -- The Gateway Experience

General Course Description



This is a general course description for BUS 302. Your instructor may have a more specific version for your class; see the web site below to obtain a copy.

WEB PAGE

<http://www.csun.edu/cobaessc/gateway-course-business-302>.

COURSE PREREQUISITES

Junior standing and completion of all Lower Division Core courses (ACCT 220, ACCT 230, BLAW 280, BUS 105/205 or ENGL 205, COMP 100, ECON 160, ECON 161, SOM 120 or MATH 140, and MATH 102/103/105 or approved equivalents). **ALL PRE-REQUISITES WILL BE STRICTLY ENFORCED. NONE OF THE PRE-REQUISITES CAN BE TAKEN CONCURRENTLY WITH THIS COURSE.** Please note that BUS 302 is a prerequisite for all business, information systems, and accounting majors and must be taken prior to all 400 level classes in the David Nazarian College of Business and Economics.

WHO MUST TAKE BUS 302

Students in degree programs, listed below, must take Business 302.

1. Bachelor of Science in Accountancy
2. Bachelor of Science in Information Systems
3. Bachelor of Science in Business Administration (all options or majors)

BUS 302L

Students in the above programs must also take the BUS 302L lab class, and achieve a passing grade. This lab class provides Lower Division Core (LDC) certification by administering exams in the six core fields of Financial Accounting, Managerial Accounting, Microeconomics, Macroeconomics, Business Law, and Statistics. For details see 302L section of <http://www.csun.edu/bus302/>. **NOTE: You will not be able to enroll in 400-level Business classes until you pass both BUS 302 and 302L.**

COURSE MATERIALS

Course Pack: *Course Pack for Bus 302 – Gateway.*

Materials are sold in the Matador Bookstore. The website for the bookstore is <http://www.bkstr.com/Home/10001-10057-1?demoKey=d> . The remainder of all course materials can be downloaded from the course website <http://www.csun.edu/cobaessc/gateway-course-business-302>.

ABOUT THIS COURSE

This course will review and expand your understanding of key concepts from your lower division core courses in financial and managerial accounting, micro and macro economics, business law, and statistics. Using a case study method will enable you to solve real world business problems by integrating the use of key concepts and tools of analysis, from these core courses. In addition, class activities and assignments will provide you with an appreciation for how these business disciplines work together in a business environment.

The course is also designed to develop critical skills that you will need to succeed in today's business environment. These skills include building and working in teams, making effective oral presentations, writing clear business reports, memorandums and letters, and thinking critically, strategically, and ethically in solving business problems. For more information, go to the web site at <http://www.csun.edu/cobaessc/gateway-course-business-302>.

LEARNING OBJECTIVES

There are five specific learning objectives for this course:

- 1) Learn to build and work effectively in teams.
- 2) Enhance written and oral communication.
- 3) Understand the cross disciplinary nature of business problems and strategies.
- 4) Review lower division business core material.
- 5) Use ethical thinking in solving business problems.

METHOD OF INSTRUCTION

The class is normally team taught by two instructors (there are some exceptions). All classes will be conducted in an **active learning format** where you will be asked to participate. The role of the instructor is to help you develop critical business skills. These include:

- *Teamwork* Students will work on several assignments (cases and team exercises) in teams of no more than five people and will be graded both on the quality of the final output as well as their team contribution.
- *Develop writing skills* Student teams will collaborate on written assignments and editing for a number of case studies. In addition there will be other individual writing assignments.
- *Effective oral presentation skills* Each team will **formally present one** of the cases to the class, as assigned by the instructor. Each member of the team will be graded individually on their part of the case presentation. In addition students will have many opportunities to contribute to class discussion.
- *Review Lower Division Core* You will work in teams on several cases that will require you to integrate materials across the lower division core.
- *Strategic, critical, cross-discipline, and ethical thinking* Many of the class exercises and business cases will require you to apply strategic, cross-discipline, or ethical thinking.

GRADE DETERMINATION

Plus and minus grades (i.e. B+) will be used in all sections of Bus. 302.

Your grade will be based on your performance in the areas below. The *typical* weights of the various assignments are shown. **WEIGHTS USED IN YOUR CLASS MAY DIFFER – CHECK WITH YOUR INSTRUCTOR.**

Type of Assignment	Number of Assignments	Weight in Course
Team Building Exercises 1 & 2	2	5%
Nazarian College Options Infomercial (Oral Presentation)	1	10%
Case Analysis (Oral Presentation)	1	10%
Case Analysis (Content Grade)	4	30%
Case Analysis (Writing Grade)	4	15%
Challenge Team	1	5%
In-Class Writing Assignment	1	10%
Update Handshake Profile	1	1%
Upload Résumé to VMock	1	1%
Informal Presentations, Class Contributions, and Professionalism	All sessions	13%
GRAND TOTAL		100%

Guidelines and grading criteria for all team exercises, oral and written presentations, cases, and projects are on the web site. You should confirm with your instructor the guidelines and criteria used in your section. Please carefully study the criteria before turning in your assignments.

EVALUATION OF TEAM MEMBER CONTRIBUTIONS

Each student will submit a confidential evaluation of each team member's contribution to each major team assignment. Team evaluations will be completed on-line in accordance with directions from your instructor. **Students should clarify with the instructor how the information from these evaluations will be used in assigning individual grades for that assignment.**

CLASS POLICIES

- 1) Ethics and Academic Honesty: Students are expected to act ethically and honestly in accordance with CSUN's Student Conduct Code (CSUN Catalog).
- 2) Assignments: All homework exercises, problems, and cases must be completed **before** class when they will be collected. Cases will also be submitted electronically to Turnitin.com to verify originality.
- 3) Business Professionalism: Please observe the following rules
 - a) **TURN OFF YOUR CELL PHONES & MOBILE DEVICES BEFORE CLASS BEGINS.**
 - b) Organization, neatness, timeliness, and consistency are prerequisites for success in business. Make sure both your work and personal appearance reflect these qualities.
 - c) Come to class on time, be attentive, and do not leave during or before the class session ends. If you miss a class session, it is your responsibility to confer with your team members regarding class activities.