MEMORANDUM

TO: BUS 150 (INTRODUCTION TO BUSINESS) ADJUNCT FACULTY
FROM: GARY L. CIAMPA, J.D.
DATE: FALL/2012
SUBJECT: WELCOME

Welcome to this Introduction to Business site which has been created by full-time faculty members for the purpose of assisting adjunct faculty who are teaching Introduction to Business. It is designed to help you become familiar with the course and to assist you in preparing your course materials to teach the class.

On this site you will find two sample syllabi for the course which include the necessary requirements for your syllabus as established by the college. The first syllabus is labeled as a Master Student Course Syllabus (For Instructors) because it specifically follows the college’s format for a student course syllabus and includes not only the learning goals established for this class, but also specific course objectives for each learning goal to guide you in your preparation and teaching of this class. The second course syllabus is labeled as a Model Student Course Syllabus (For Students) is the syllabus for students that I use which includes the Learning Goals without the specific course objectives. We hope these two documents will help you in the preparation of your own course materials.

You will also find specific information regarding the textbook and study guide which have been selected for this class along with information about the publisher, McGraw-Hill/Irwin, and how to contact the account manager, Kristin Ulin, who is the sales representative for McGraw Hill/Irwin on our campus.

Finally, you will find a link to monthly newsletters from McGraw-Hill regarding business and the environment of business to help keep your classes interesting and current. The newsletters include links to interesting new videos with discussion questions and abstracts with PowerPoint presentations of recent articles with accompanying discussion questions.

We sincerely hope that you will find the information on this site helpful in becoming acclimated to this class and in your preparation to teach this class. We would greatly appreciate your feedback as to whether this information has been beneficial to you and what additional information you would like to see included. Please do not hesitate to contact our full-time faculty members in Business provide us with such feedback and to discuss any problem/concerns you might be experiencing.

Good Luck to you!

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