

Three Rivers Community College

Course Syllabus

Introduction to Business

Spring 2015 Semester

Online

Adjunct Faculty: Karen Aubin

Contact Information:

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(However, please use Bb Learn message system)

Course Web Site: <http://my.comnet.edu>

Course Description:

As a cornerstone for all other business courses, this course places business in perspective. It surveys business topics in a contemporary manner and offers students a good foundation in how business operates in our capitalistic society today. The course provides a conceptual understanding of general business management, human resources, marketing, finance and controls.

Course Objectives:

To examine how business institutions operate in our modern, political, social and economic environment.

- To provide a general background in the elements and characteristics of business enterprise.
- To provide an atmosphere in which you can relate personal business experience and philosophies.
- To clarify the many aspects of business functions such as ethics, management, organization, personnel, marketing, and finance.
- To broaden your understanding of the American free enterprise system.
- To expand and enrich your **business vocabulary**.
- To create an awareness of the varied career opportunities in business and aid in selecting a vocation or enhance the vocation already selected.
- To review the methods and procedures used by people in business to arrive at effective decisions.
- To assist in your personal development by practicing critical thinking and communications skills.

Required Text:

"Foundations of Business", 4e, by Pride, Hughes, & Kapoor. ISBN-978-1-285-19394-6. As an option you may want to purchase the digital version of the text at CengageBrain.com. The Course Key number for the MindTap digital version is MTPQ-98NP-ZBWC

Grading:

There will be five exams during the course. No make-up will be given. You are required to take all 5 exams. The exams will cover the text and supplemental materials introduced.

There will be two, one page, written reports on subjects assigned.

There are two questions per chapter asked in our Discussion Board. You are expected to answer these questions as you read the chapters. There are no specific deadlines. By the end of the semester you should have answered all of the questions. You will not be graded for each submission – a good faith effort is expected. Completing the Discussion Board questions will be worth 20% of your grade.

Grading Summary		
Exams: 5 Exams @10% each (no make-ups)	=	50%
Written Reports (2 papers) Each one page written report is worth 15%	=	30%
Discussion Board Questions	=	20%

Grading Scale		
A	=	94-100
A-	=	90 - 93
B+	=	87 - 89
B	=	84 - 86
B-	=	80 - 83
C+	=	77 - 79
C	=	74 - 76
C-	=	70 - 73
D+	=	67 - 69
D	=	64 - 66
D-	=	60 - 63
F	=	00 - 59

Honor code:

During the course all assignments (exam and written reports, etc.) will be the sole responsibility of the student. The student must adhere to a strict honor code and agree that all work is their own. Reports and exams are not to be collaborative efforts. Students must agree to write their own papers and take the exams according to the rules set forth.

Plagiarism Policy:

Plagiarism is the unacknowledged use of another person's words or ideas in your writing. Conscious plagiarism is an unacceptable academic behavior. ***Any instance of conscious plagiarism will result in a "zero" for that assignment. More than one instance will result in an "F" grade for the course.*** Plagiarism by omission or "unconscious" plagiarism will be dealt with on a case-by-case basis.

Withdrawal Policy:

Course withdrawals are accepted up until the week before classes end. Specific dates are posted in the academic calendar and withdrawal forms are available online or at the Registrar's office. The withdrawal does not have to be signed by the instructor but it is strongly advised that you speak with your instructor before withdrawing. If necessary, you can withdraw over the phone by calling the Registrar's Office at 860-215-9064. Emails and faxes are also accepted. If you are receiving financial aid, it is strongly recommended that you contact the Financial Aid Office before withdrawing. Withdrawal may affect your financial aid for current and/or future semester(s). It is the student's responsibility to confirm that the withdrawal has been received. Refer to the academic calendar for the specific date.

Disabilities Statement:

Students with disabilities- If you have a hidden or visible disability that may require special accommodations and if you have not already done so, please be sure to register with one of Disability Counselors in order to find out what services are available for you.

Online Learning Portfolio (Digication) Requirement:

All students are required to maintain an online learning portfolio using a TRCC designed template. Though this electronic tool students can see their own growth in college wide learning. The student can keep and continue to use the Digication account after graduation. A Three Rivers General Education Assessment Team will select random works to improve the college experience for all. No names will be attached to the assessment work; it will remain private and anonymous for college improvement purposes only. In class outline student will find recommended assignments which support various college wide learning abilities. The student will have tool which can integrate their learning from the classroom, college, and life and allow for another opportunity of learning at TRCC. Student will be able to make multiple portfolios.