

CLASS SYLLABUS

INTRODUCTION TO BUSINESS Spring, 2007

Instructor: Richard J. Bennett

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Office Hours as Posted and by Appointment

COURSE DESCRIPTION AND OBJECTIVES

This course provides an overview of business and commerce. Ethical implications are discussed.

At the conclusion of this course the student is expected to:

1. have obtained a thorough understanding of the vocabulary of business.
2. have obtained a thorough knowledge of the history and principles of business practice and commerce; and,
3. be able to analyze unique facts and correctly apply governing principles using correct vocabulary.

REQUIRED TEXT

Price, Wm. M., Hughes, Robt. J. & Kapoor, Jack R. **Business.** Houghton Mifflin

COURSE REQUIREMENTS

Examination No. 1	25% of grade (250 points)
Examination No. 2	25% of grade (250 points)
Examination No. 3	25% of grade (250 points)
Attendance and class participation	25% of grade (250 points)

GENERAL POLICIES

Assignments. There is only one homework assignment for this class: READ THE BOOK. This includes the chapter text and the "Video Case" at the end of each chapter. The instructor reserves the right to give quizzes and/or written assignments at his discretion which may be factored into the final course grade.

Attendance. Attendance counts. Students are expected to attend classes as scheduled. Attendance will be taken once each class. If present when attendance is taken you receive credit for the entire class. If not present when attendance is taken you receive no credit for that class. Students are expected to be in their seats and ready to begin at the scheduled start time.

Class participation. Class participation counts. Students are expected to actively participate and make a positive contribution to the class.

Disabilities. Students with documented disabilities may be eligible for reasonable accommodation. If you believe you need accommodation please see the appropriate college officials before an immediate need arises.

Cell phones. Cell phones are banned from the class. Please make certain your phone is OFF (or on vibrate only) at the start of each class. Disruptions by cell phones ringing will not be tolerated.

Cheating. Cheating is not tolerated. There are no second chances.

Changes. This syllabus is a guideline only. The instructor reserves the right to change the provisions of this syllabus and/or course content at any time.

Extra credit. THERE IS NO EXTRA CREDIT.

Make-up exams. As a general policy there are no make-up exams except in extreme circumstances (as determined by the instructor) and with advance notice.

Preparation. All students are expected to complete the reading assignments BEFORE the class begins. STUDENTS ARE WARNED NOT TO FALL BEHIND IN READING ASSIGNMENTS.

Study groups. Students are encouraged to joint together in study groups.

GRADING SCALE

Total Course Points	Total Percentage	Letter Grade
900-1000 points	90% -- 100%	A
870-899	87% -- 89%	B+
800-869	80% -- 86%	B
770-799	77% -- 79%	C+
700-769	70% -- 76%	C
670-699	67% -- 69%	D+
600-669	60% -- 66%	D
599 and below	59% and below	F