

Three Rivers Community College

Introduction to Business BBG K111

Spring, 2008, Course Syllabus distributed by Associate Professor G. Kent Harding

This syllabus is subject to change; notice will be provided in class of any changes

Course Description: As a survey of business concepts and terminology, this course introduces the business perspective to the non-business major. It surveys business topics in a contemporary manner and offers students a good foundation in how business operates in our capitalistic economic system. The course provides a conceptual understanding of the general business functions of management, human resources, marketing, finance and controls.

Course Objectives:

1. To develop an understanding of core business characteristics – What is a business?.
2. To examine how business institutions operate in today's political, social and economic environment.
3. To provide a general introduction to the elements and characteristics of business enterprise.
4. To examine the many aspects of business functions such as ethics, management, organization structure, personnel, marketing, finance.
5. To broaden the student's understanding of the American free enterprise system.
6. To expand and enrich the student's understanding of **business vocabulary**.
7. To review the methods and procedures used by people in business to arrive at effective decisions.
8. To assist in the student's personal development by practicing critical thinking and communications skills.

Required Text: Business, 9th Edition, by William M. Pride, Robert J. Hughes & Jack R. Kapoor
Houghton Mifflin Company, Boston, 2008, Publisher (get book with CD's included, you do not need the e-pack)

GRADING:

THERE ARE NO MAKE-UPS OR EXTRA-CREDIT OPTIONS

(Grading is subject to change. Changes will be communicated as soon as possible.)

EXAMS - There will be five Exams during the course. **The exam with the lowest score will be dropped.** The exams will cover the text and supplemental subjects introduced in the classroom. These exams will count for **60 points** toward your final grade as detailed below.

Participation – participation consists of points for the correct answer to direct questions plus additional points based upon the quality of your contribution to classroom discussion. You may earn a maximum of **40 points** and will be evaluated on a scale of **-1 to 2** (see grading summary chart on the following page).

Chapter outlines – You may receive a maximum of 2 points for each written chapter outline submitted on the date due; point assignment is as follows as follows:

- ➔ 0 – nothing or unacceptable submittal;
- ➔ 1 - incomplete or partial submittal (instructor's judgment)
- ➔ 2 – Acceptable submittal.

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Grading summary:		
Exams - The best 4 of 5 exams (100 pts each)	=	60 pts
PARTICIPATION - (Based on 25 satisfactory responses):		
-1 - absent;		
0 – not called upon, not prepared or poor response	=	35 pts
1 - satisfactory;		
2- excellent		
Chapter Outlines	=	15 pts
TOTAL POINTS	=	110 pts

CLASSROOM POLICIES:

THE DONUT CLAUSE - ALL ELECTRONIC PAGERS, CELL PHONES AND OTHER ELECTRONIC DEVICES ARE TO BE SWITCHED TO THE SILENT MODE.

By staying in this class, **YOU AGREE** to buy the entire class **DONUTS** and deliver same to the next scheduled class if any electronic device rings during class hours for **EVERY** occurrence after the first. This agreement will not apply to cases in which the instructor is informed in advance of possible calls because of an emergency situation.

ATTENDANCE –

1. There is no specific penalty for missing a class;
2. An attendance sheet will be distributed at approximately 10 minutes after the start of class for the purpose of financial aid documentation. This sheet will be the only evidence of timely attendance;
3. You are responsible for signing the sheet if you are in attendance; **NO SIGNATURE MEANS YOU DID NOT ATTEND THAT CLASS!!!**
4. You are expected to inform the instructor using the information on the attached contact sheet of any anticipated absence before the fact and of any unanticipated absence within twenty four hours after the fact if you want to receive points for any assignments due during your absence;

Honor Code - During this course all assignments (quizzes, written reports, & exams) will be the sole responsibility of the student. The student must adhere to a strict honor code as presented in the student handbook.

Withdrawal Policy - A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" available in the Registrar's office within the time limits of the semester calendar. **Students who do not withdraw, but stop attending will be assigned an "F" signifying a failing grade**

Disabilities Statement - *IF YOU ARE A STUDENT WITH A DISABILITY AND BELIEVE YOU WILL NEED ACCOMMODATIONS FOR THIS CLASS, IT IS YOUR RESPONSIBILITY TO CONTACT THE DISABILITIES COUNSELING SERVICES AT 860-2830. TO AVOID ANY DELAY IN THE RECEIPT OF ACCOMMODATIONS, YOU SHOULD CONTACT THE COUNSELOR AS SOON AS POSSIBLE. PLEASE NOTE THAT I CANNOT PROVIDE ACCOMMODATIONS BASED UPON YOUR DISABILITY UNTIL I HAVE RECEIVED AN ACCOMMODATION LETTER FROM THE DISABILITIES COUNSELOR. YOUR COOPERATION IS APPRECIATED.*

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ASSIGNMENTS – Assignments are distributed on a separate document (attached). Assignments are subject to change to accommodate class cancellations due to the instructor's absence or weather. Participation and outline grades will be adjusted to reflect changes in assignments. The following policies apply to assignments:

- Tests will be distributed and collected on the dates shown in the course assignment sheet or as may be announced in class;
- You may return a test after the designated due date ONLY if you make appropriate arrangements with the instructor PRIOR TO or WITHIN 24 HOURS of the class in which the test is distributed;
- No assignment will be accepted after its due date unless prior arrangements have been made with the instructor (including your absence for any reason);
- Under no circumstances will any test be accepted after it has been discussed in class or the graded assignment is return to the class;
- Assignments snail-mailed or e-mailed to the address shown on the attached contact sheet will be accepted if dated on or before the later of the due date or the date satisfying the above requirements;
- No one will be permitted additional time to complete an in-class assignment once it has been distributed or begun without a disabilities release.

ATTACHMENTS –

- ASSIGNMENT SHEET (with revision date)
- CONTACT SHEET