

Three Rivers Community College
INTRODUCTION TO BUSINESS - BBG K101

Thursday (Gates C.I.)
Spring 2008,

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

REQUIRED MATERIALS:

- **TEXT - Understanding Business, 8e** by Nickels, McHugh & McHugh; McGraw-Hill

PREREQUISITE: NONE

COURSE DESCRIPTION: In this course, the focus for students will be on a practical understanding and application of how business works, how it contributes to quality of life, the rewards of entrepreneurship, its legal framework, trade terminology, and business operations including marketing, finance, accounting, and management. This course gives an orientation to business curriculum. This course will emphasize the relationship of business to an individual's everyday life in American society.

INSTRUCTIONAL METHODOLOGY:

- CLASSROOM LECTURE
- CLASSROOM DISCUSSION
- HOMEWORK

DISABILITY STATEMENT: IF YOU ARE A STUDENT WITH A DISABILITY AND BELIEVE YOU WILL NEED ACCOMMODATIONS FOR THIS CLASS, IT IS YOUR RESPONSIBILITY TO CONTACT A FACILITY COUNSELOR. TO AVOID ANY DELAY IN THE RECEIPT OF ACCOMMODATIONS, YOU SHOULD CONTACT THE COUNSELOR AS SOON AS POSSIBLE. PLEASE NOTE THAT I MAY NOT PROVIDE ACCOMMODATIONS BASED UPON YOUR DISABILITY UNTIL I HAVE RECEIVED ACCOMMODATION INSTRUCTIONS FROM THE DISABILITIES COUNSELOR. YOUR COOPERATION IS APPRECIATED.

GRADING & CLASSROOM POLICIES:

THERE ARE NO MAKE-UP OR EXTRA-CREDIT OPTIONS

ATTENDANCE: An attendance sheet, after the first class, will be distributed at the start of class, this sheet will be the only evidence of attendance.

IF YOU DID NOT INITIAL IT YOU WERE NOT IN ATTENDANCE !

Instructor Availability: I will normally be available after class for a few minutes to answer questions.

Three Rivers Community College
INTRODUCTION TO BUSINESS - BBG K101

Thursday (Gates C.I.)
 Spring 2008,

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

LETTER GRADE SUMMARY (per policy manual)				
A's	B's	C's	D's	F
A 100 - 93 A- 92 - 89	B+ 88 - 86 B 85 - 82 B- 81 - 79	C+ 78 - 76 C 75 - 72 C- 71 - 69	D+ 68 - 66 D 65 - 62 D- 61 - 60	F < 60

GRADING: Grading is as stated in the Manual of Policy & Procedures on Grades & Quality points; the following table presents the point basis for the course.

Grading summary:		
<u>Exams</u> - 4 exams (worth 20 points each)	=	80 pts
(35 multiple choice + 5 short answer questions for each exam)		
<u>Attendance & Class participation</u>	=	20 pts
All students are expected to participate in class discussions.		
TOTAL POINTS	=	100 pts

All other policies are as stated in the STUDENT HANDBOOK, the COLLEGE CATALOG both printed and on the WEB-SITE, and other college publications.

Three Rivers Community College
INTRODUCTION TO BUSINESS - BBG K101

Thursday (Gates C.I.)
 Spring 2008,

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

INTRODUCTION TO BUSINESS				
THURSDAY (Gates C.I.) SPRING 2008				
HOMEWORK ASSIGNMENTS				
DUE DATE		READINGS DUE		HOMEWORK DUE
02/07/08		NONE		COURSE INTRODUCTION
02/14/08		YES		NONE
02/21/08		YES		Read and prepare to discuss Chapter 3 & 4
02/28/08		YES		Read and prepare to discuss Chapter 5 & 6
03/06/08		REVIEW CHAPTERS 1, 2, 3, 4, 5, & 6 + Class Notes		<u>Exam #1 –Chapters 1 -6</u>
03/13/08		YES		Read and prepare to discuss Chapter 7 & 8
03/20/08		YES		Read and prepare to discuss Chapter 9 & 10
03/27/08		YES		Read and prepare to discuss Chapters 11 & 12
04/03/08		REVIEW CHAPTERS 7, 8, 9, 10, 11 & 12 + Class Notes		<u>Exam #2 –Chapters 7 - 12</u>
04/09/08		YES		Read and prepare to discuss Chapter 13 & 14
04/17/08		YES		Read and prepare to discuss Chapters 15 & 16
04/24/08		REVIEW CHAPTERS 13, 14, 15, 16 + Class Notes		<u>Exam #3 –Chapters 13 – 16</u>
05/1/08		YES		Read and prepare to discuss Chapter 17 & 18

Three Rivers Community College
INTRODUCTION TO BUSINESS - BBG K101

Thursday (Gates C.I.)

Spring 2008,

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

05/08/08		YES			Read and prepare to discuss Chapters 19, & 20
05/15/08		REVIEW CHAPTERS 17, 18,19 & 20 + Class Notes			<u>Exam #4 (Final) –Chapters 17 - 20</u>