

Three Rivers Community College
Course Syllabus
Introduction to Business
Fall Semester 2014
On-Ground

Professor: Larry A. Flick

Office Hours: Tuesdays & Thursdays by appointment

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

How to Contact Your Professor:

- College # 860-383-5277 (on Tues. or Thurs. only)
- Home # 860-635-0044
- Cell Phone # 203-858-6672 (best number to call)
- E-Mail: lflick@trcc.commnet.edu (however please use our Bb class site message system to contact me)

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:

1. To examine how business institutions operate in our modern, political, social and economic environment.
2. To provide a general background in the elements and characteristics of business enterprise.
3. To provide an atmosphere in which you can relate personal business experience and philosophies.
4. To clarify the many aspects of business functions such as ethics, management, organizations, personnel, marketing, finance.
5. To broaden your understanding of the American free enterprise system.
6. To expand and enrich your **business vocabulary**.
7. To create an awareness of the varied career opportunities in business and aid in selecting a vocation or enhance the vocation already selected.

8. To review the methods and procedures used by people in business to arrive at effective decisions.
9. To assist in your personal development by practicing critical thinking and communications skills.

Required Text:

"**Foundations of Business**", 4e, by Pride, Hughes, & Kapoor. Published by Cengage Learning (2014). Our Bb class site will give you more information on purchasing the required book.

Grading:

- There will be 5 Exams (worth 12% each) for a total of 60%. All Exams will be given on Bb and there will be no make-ups.
- There will be two Written Reports (worth 10% each) for a total of 20%.
- There will be two questions per chapter that you will need to answer on our Discussion Board. Answering all of them will be worth 10% of your grade.
- Attendance & Participation will be worth 10% of your grade.

| Grading Summary: | Percentages: |
|---|---------------------|
| 5 Exams (worth 12% each) | 60% |
| Written Reports (2 papers – worth 10% each) | 20% |
| Discussion Board Chapter Questions | 10% |
| Attendance & Participation | 10% |

The Grading Scale we will be using is as follows:

| Grading Scale | |
|----------------------|------------------------|
| Letter Grade | Numerical Guide |
| A Excellent | 94-100 |
| A- | 90-93 |
| B+ | 87-89 |
| B Good | 84-86 |
| B- | 80-83 |
| C+ | 77-79 |
| C Average | 74-76 |
| C- | 70-73 |
| D+ | 67-69 |
| D Below average | 64-66 |
| D- | 60-63 |
| F Failure | 59 or below |

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 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.

Withdrawal Policy:

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" in the Registrar's office. Students who do not withdraw, but stop attending will be assigned an "F" signifying a failing grade. Eligibility for a refund of tuition is based upon the date of withdrawal when received by the Registrar. Verbal withdrawals cannot be accepted.

Disabilities Statement:

If you have a hidden or visible disability which requires classroom or test-taking modifications, please see our TRCC Disabled Student Counselor.

Online Learning Portfolio (Digication) Requirement

All students are required to maintain an online learning portfolio using a TRCC designed template. Through this electronic tool students can see their own growth in college wide learning. The student can keep an 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. In class outlines students will find recommended assignments which support various college wide learning abilities. The student will have a tool which can integrate their learning from the classroom, college, and life and allow for another opportunity of learning at TRCC! Students will be able to make multiple portfolios.