

Three Rivers Community College
Course Syllabus
Introduction to Business
Spring Semester 2014
Online

Professor: Larry A. Flick

Contact Info:

College Office: 860-215-9426 (in office on MWF)

Home Phone: 860-635-0044

Cell Phone: 203-858-6672 (best number to reach me)

e-Mail: lflick@trcc.commnet.edu (however, please use Bb Learn message system)

Office Hours:

e-mail, phone, or as posted at office C172

Course Web Site

<http://my.commnet.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, organizations, personnel, marketing, 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", 3e, by Pride, Hughes, & Kapoor. Published by Cengage Learning. ISBN-13: 978-1-111-58015-5. As an option you may want you may want to purchase the digital version of the text at CengageBrain.com. The ISBN # for the MindTap digital version is 9781285382388.

Grading:

There will be five **exams** during the course. No make-up's 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 <ul style="list-style-type: none">• 5 Exams @ 10% each (no make-up's)	=	50%
Written Reports (2 papers) <ul style="list-style-type: none">• Each one page written report is worth 15%	=	30%
Discussion Board Questions	=	20%

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 fourth.

Withdrawal Policy:

A student who finds it necessary to discontinue a course must complete a "Withdrawal Request Form" in the Registrar's office. Students may withdraw from class without the instructor's signature through the tenth week of class. The signature of a faculty member or advisor is required from the beginning of the eleventh week until the end of the thirteenth week. 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 me as soon as possible. If you have not already done so, please be sure to register with our TRCC Disabled Student Counseling.

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.