

Introduction to Business

Course: BBG* K101 T3

CRN 10294

Class location: D210

Wed 6:30 – 9:15 PM

Syllabus

On-ground

Spring Semester 2014

Jim Toner

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Office Hours: E-mail, phone

Required Text: Foundations of Business, 3rd Ed., by Pride, Hughes, and Kapoor; published by Cengage Learning.

(ISBN-13: 978-1-133-19124-7)

Course Description:

Fundamental concepts and principles of business are discussed as they relate to the business environment, ownership, entrepreneurship, management, organization, human resources, marketing and advertising, in addition to the managing of information, decision making, accounting and finance.

Rational:

Examine the world of business, what it is and what it isn't, how it affects our lives, and most importantly, to use the world of business to better our lives. To understand the world of business so we can make better more informed decisions about business, starting a business, the economy, and how business knowledge can improve our lives.

Objectives:

1. To acquaint students with:
 - the business environment, business responsibility, business ownership, structure, entrepreneurship, franchises, and the global environment.
2. To assist students to further understand the:
 - business management, organization, human resources, marketing, and finally how to understand and use management information, accounting and finance..

Grades:

There will be 5 **exams** during the semester. The exams will cover the text and supplemental material. For special situations, previously reported to the instructor, a make up exam will be given. No student can have more than 2 make up exams. You are required to take all 5 exams. The average of the exams will count 50% of your grade.

Three one page **papers** will be required based on topics assigned (see Class Schedule). These assignments will count 10% each for a total of 30% of your grade.

Unannounced quizzes will be worth 10% of your grade.

Class participation and attendance will be worth 10% of your grade.

Grading summary:

5 Exams (10% each)	50%
Three (1 page) Papers (10% each)	30%
Unannounced Quizzes	10%
Participation and Attendance	10%

Academic Integrity:

Any student who cheats on an exam will receive a grade of ZERO for the exam, and be reported to the Department Chair and the Dean. Any subsequent cheating will result in a ZERO for the course and possible suspension from the College. With our online students, you will be expected to do your own work without collaboration with others. Online tests will be taken with the utmost integrity following all instructions provided.

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.

Procedure for Class Cancellation

The professor will notify the Academic Dean's office, and will post the cancellation on the class room door, and will e-mail all students of the cancellation.

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 the Disabled Student Counselor.