BUSI 1301.001 Introduction to Business

Course Syllabus: Fall 2019

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

Linsey Harwell – Instructor

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	8:30 a.m.–9:30 a.m. 11:00 a.m.–12:30 p.m.	8:30 a.m.–9:30 a.m. 11:00 a.m.–12:30 p.m.	8:30 a.m.–9:30 a.m. 11:00 a.m.–12:30 p.m.	8:30 a.m.–9:30 a.m. 11:00 a.m.–12:30 p.m.	By Appointment

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): 3 credit hours.
Lecture/Lab/Clinical: Three hours of class each week.

This course provides an overall picture of business operations and its environment. Subject matter includes an introduction into specialized fields within the discipline and the role of business in modern society, emphasizing the technology era in every phase.

Required Textbook(s): Boone, David E. and Kurtz, David L. Contemporary Business, 17th Edition.
Publisher: Wiley
ISBN Number: 978-1-119-32028-8

Recommended Reading(s): Current newspaper articles related to business and the economy

Student Learning Outcomes:
The student will describe the scope of business enterprise in the nation and the world today; identify major business functions of accounting, management, marketing, and economics; describe the relationships of social responsibility, ethics, and law in business; and define and apply business terminology.

Course Expectations:
To complete this course successfully, you should do the following:

- Attend class regularly and on time.
- Demonstrate knowledge of all learning objectives as determined and approved by the instructor.
- Read all materials and do all work on time and in a quality manner as dictated by the group and/or by the instructor.
- In addition to the textbook material, students are encouraged to read current articles in newspapers, etc. in order to best prepare for course projects and retain applicable information from the course.
- Take responsibility for the learning process.
- Cooperate freely with other students on the project and other class assignments.
- Complete all exams and coursework.
- Remember, this is a college course and it is crucial to be prepared for every assignment, report, and exam.
- Students are ONLY to do their OWN work, those submitting duplicate or like assignments/tests will face disciplinary action as stated in the student handbook.
- Make sure you read ALL the information on the Blackboard course you are taking and be sure to read the entire assignment.
- Print out each assignment at least one week in advance in the event our server is down as late work will not be accepted.
- You will be required to utilize the Blackboard online learning software. Blackboard can be accessed through the NTCC website and login information is available on the college website.
- Please note that the last day to withdraw from this course with a grade of "W" is set by the college each semester. Please review the NTCC academic calendar for this date. If you do not for any reason complete the course

requirements and you fail to officially withdraw from this course, you will receive a grade of "F".

Course Format:

This course is presented as a lecture course and will involve a collaborative teaching/learning style utilizing simulation exercises, projects, and additional on-line instructional components as necessary.

Teaching Methods:

- This is a college course and participation is essential to learning the required material. A portion of your grade is based on your attendance/participation.
- To receive full credit on assignments, they must be submitted when due. Late work, including exams will NOT be accepted unless there is a special circumstance approved in advance by the instructor.
- If you miss an exam, it is your responsibility to see the instructor for make-up exam arrangements. Instructor reserves the right to refuse make-up exams and to refuse late assignments and/or projects.
- To receive full credit for the course, all project and exam criteria must be met.
- Cheating will not be tolerated and is subject to expulsion

Evaluation/Grading Policy:

Each assignment is worth a set number of points. To figure your course grade you need to add all points together (daily work and tests). There are 900 possible points. The breakdown and scale are below:

Attendance	100	A = 810-900
Quizzes	200	B = 720-809
Exams (2 Exams)	400	C = 630-719
Business Plan Project	200	D = 540-629
Total	900	F = 539 and below

Tests/Exams:

Each exam will be completed in class and will be presented in multiple choice format. Students will need to bring their own scantron on exam days (please see course schedule located in the Start Here folder in Blackboard). Exam 1 covers chapters 1-8 and Exam 2 covers chapters 9, 11-13 & 15-18.

Quiz Information:

All quizzes for this course will be completed and submitted via Blackboard (please see course schedule located in the Start Here folder in Blackboard for due dates).

Other Course Policies:

Blackboard Messages and Blackboard Announcements will be the official form of communication for this course. You should also check your NTCC email account daily. Your email address is your first initial + your last name + the last three digits of your SSN. If you do not have a social security number, use the last three digits of your birth year. Your password is your birthday in the form of mmddyyyy (Ex: May 8, 1992 would be 05081992). Once you are logged in to the MyEagle portal, you can access your email by clicking on the Gmail icon. A good suggestion is to set up your email on your phone so that you will not miss important messages about the course.

Late Work Policy:

The word "assignments" refers to all work that is submitted via Blackboard or presented in class. Students are to submit assignments on or before the stated due date/time. Late assignments will only be accepted at the instructor's discretion and will not receive full credit. Emergency situations will be handled on an individual basis.

Plagiarism:

In any written paper, you are guilty of the academic offense known as plagiarism if you half-copy or copy another author's

sentences or words. Usually this results in an automatic grade of "F" for the course. You cannot mix the author's words with your own or "plug" your synonyms into the author's sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. **If you use another person's words, phrases, sentences, even if you are paraphrasing, you must cite the source.**

Withdrawal Policy/Date:

It is your responsibility to drop a course or withdraw from the college. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics:

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (Ferpa):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.