



## Introduction to Business BUSI 1301 Course Syllabus Fall 2018

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“Northeast Texas Community College exist to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	7:30 a.m. – 8:00 a.m.	7:30 a.m. – 9:30 a.m.	7:30 a.m. – 9:30 a.m.  11:00 a.m. – Noon	7:30 a.m. – 9:30 a.m.  11:00 a.m. – 1:00 p.m.	By Appointment	Email

*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):** 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.

### **Purpose of the Course**

Introduction to Business gives each student an understanding how marketing, accounting, human resource management, and technology works together to play an integral part in the global economy.

### **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):** None

### **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 REQUIREMENTS:**

Students are expected to adhere to the following:

1. Attend class regularly and on time.
2. Demonstrate knowledge of all learning objectives as determined and approved by the instructor.
3. Read all materials and do all work on time and in a quality manner as dictated by the group and/or by the instructor.
4. Take responsibility for learning process.
5. Cooperate freely with other students on the project and other class assignments.
6. Complete all exams and coursework.
7. Remember, this is a college course and it is crucial to be prepared for every assignment, report and exam
8. 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
9. Make sure you read ALL the information on the Blackboard course you are taking and be sure read the entire assignment
10. Print out each assignment at least one week in case our server is down
11. All course exams will be administered through Blackboard

**COURSE FORMAT:**

This course is presented as an on-line Blackboard LMS course; the course involves a collaborative teaching/learning style utilizing simulation exercises, projects, and additional online instructional components.

**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.
- If you miss an exam, it's 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.
- 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 instructor.
- Cheating will not be tolerated and is subject to expulsion

**\*\*IMPORTANT NOTE:** Students who have poor attendance and miss exams will receive a grade of "F". Do make sure you withdraw properly to protect your GPA! Take note of withdrawal dates.

**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 825 possible points. The breakdown and scale is below:

Attendance	100
Assignments	225
Exams (2 Exams)	400
Article Review Project	100

Grades are awarded according to the following scale:

742-850 A

660-741 B

577-659 C

495-576 D

0-494 F

**Assignments:**

All assignments will be completed and submitted via Blackboard. Assignments, instructions, and files are accessible via Blackboard.

**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.