Introduction To Business

Course Syllabus: May Intersession 2017

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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	Blackboard Virtual	Blackboard Virtual	Blackboard Virtual	Blackboard Virtual	Blackboard Virtual	Blackboard Virtual

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.

Required Textbook(s):
Boone, David E. and Kurtz, David L. Contemporary Business, 2012 Update. 14th Edition.

Publisher: Wiley Publishers
ISBN Number: 978118115022

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.

Exemplary Educational Objectives:

N/A

SCANS Skills:
N/A

Lectures & Discussions:
Chapter 1 - Business in a Global Environment
Chapter 2 - Business Ethics & Social Responsibility
Chapter 3 - Economic Challenges
Chapter 4 - Competition in World Markets

Chapter 5 - Business Ownership
Chapter 6 - Entrepreneurship
Chapter 7 - Management and Leadership
Chapter 8 - Human Resource Management
Chapter 9 - Empowerment and Team Work
Chapter 11 - Marketing
Chapter 12 Marketing
Chapter 13 Marketing
Chapter 15 - Understanding Accounting and Financial Statements
Chapter 16 - The Financial System

Evaluation/Grading Policy:
There are 725 possible points

	Possible Points
Assignments	225
Exams (2 Exams)	400
Article Reviews (1 Review)	100
Total Possible Points	725

Grades are awarded according to the following scale:

653-725	A
580-652	B
508-579	C
435-507	D
0 – 434	F

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Tests/Exams:
Each exam is timed and is multiple choice. Exam 1 covers chapters 1-8 and exam 2 covers chapters 9-16

Assignments:
All assignments for this course will be provided on the first day of the course.

Other Course Requirements:
None

Student Responsibilities/Expectations:
- Chapter reading and assignments are to be completed before the deadline
- Assignments turned in past the deadline will not be accepted
- 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 read the entire assignment
- Print out each assignment at least one week in case the NTCC server is down.

- All course exams will be administered through Blackboard
- Check the Start Here folder for the Due Date Document and use this document as your course calendar for all months the course is delivered to ensure all assignments, projects and assessment(s) deadlines are met
- In addition to the textbook material, students are encouraged to read current articles in newspapers, etc. in order best prepare for course projects and retain applicable information from the course.
- 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. Specific assignments will be obtainable from the Assignment link located to the left of the Blackboard Homepage.
- 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 course grade of "F."

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.

Other Course Policies:
None