

**Introduction to Business**  
Northeast Texas Community College  
Course Syllabus  
BUSI 1301.88

**Instructor: Joy Cooper**

Business Technology Building

Classroom: Virtual

Office Hours: As Posted

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Email: [jcooper@ntcc.edu](mailto:jcooper@ntcc.edu) for questions only, not homework.

**Course Description**

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.

**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.

**Textbook**

Boone, David E. and Kurtz, David L. Contemporary Business, 2012 Update. 14<sup>th</sup> Edition. Wiley Publishers

**Teaching Methods**

- 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 our server is down
- All course exams will be administered through Blackboard
- Check the course calendar for all months the course is delivered to ensure all assignments, quizzes, projects and assessment(s) deadlines are met

**Evaluation and Grading Criteria**

**There are 820 possible points**

	Possible Points
Assignments	225
Discussion Board Assignments	70
Exams (2 Exams)	400
Business Plan Project	100
<b>Total Possible Points</b>	<b>795</b>

Grades are awarded according to the following scale:

715-795	A
636-714	B
556-635	C
477-555	D
0 – 476	F

#### **Late Exam Point Deduction Information**

1-7 days after exam time has expired = 10 point deduction

8-14 days after exam time has expired = 15 point deduction

14 + days after exam time has expired = Meeting with Instructor to discuss student(s) options.

#### **Course Outline**

Course assignments, discussion board assignments, project, exams and bonus point projects are available through Blackboard.

Students are encouraged to first complete all assignments and save in a Word Processing document, such as Microsoft Word. After saving, students should copy and paste the document contents into the appropriate submission box in assignment/discussion board. Students have the option of copying/pasting assignment answers or attaching a document in the assignment feature of Blackboard.

The “Business Paper Project” must be typed in a professional format and submitted as an attachment to the project assignment. Please use size 12 font., MS Word is the preferred software. Other files are not guaranteed to open on instructor’s computer. No word pad or MS Works. MS Works may be saved as RTF files that convert to MS Word. Writing style and citations should be according to the Modern Language Association (MLA).

**All Assignments/Discussions/Projects/Exams are DUE by Midnight on of assigned dates. See Blackboard for assignment details.**

*\*This is merely a course outline and is subject to change with prior notice.*

#### **DATE CHAPTER ASSIGNMENT**

See Blackboard Assignments Icon.

**ADA Statement:**

It is the policy of Northeast Texas Community College 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 Northeast Texas Community College Catalog or Student Handbook.

**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:**

*Northeast Texas Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records. Any violations of the above will result in an F in the course.*

**Plagiarism** is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

**Cheating** is defined to include the following: copying from another student's paper; using materials during a test not authorized by the person giving the test; collaborating with any other person during the test without permission; knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of test not yet administered; substituting for another student or permitting any other person to substitute for oneself; copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is defined as the unauthorized collaboration with any person in preparing work offered for credit.