



BUS 100-01
3 Credit Hours
Introduction to Business
Spring 2016
Instructor Information

Instructor	Ted Major
E-mail & phone	tmajor@sheltonstate.edu 205-391-2276
Student hours & location	Tues. & Thurs.: 9:45–10AM; 11:15–11:30AM; 12:45–1PM Wednesdays: 10–11:45AM Martin 2618
Website	http://learningbusiness.net
Division Chair's E-mail & phone	amcleod@sheltonstate.edu 205-391-5863

Course Information

Prerequisite	RDG 085 or equivalent placement score Students are required to complete prerequisites for this course. Students who enroll without completing prerequisites for this course may be withdrawn by the College and may not qualify for a refund of tuition. It is the responsibility of the student to ensure that all course prerequisites are completed and documented at the College.
Course Description	This is a survey course designed to acquaint the student with American business as a dynamic process in a global setting. Topics include the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.
Student Learning Outcomes	The five general education areas for the college are mathematical skills, computer skills, writing skills, oral communication skills, and critical thinking skills.
Day & time	Tuesdays and Thursdays, 10:00–11:15AM
Class location	Martin Campus Room 2353
Course textbook	BUSN8, Marce Kelly & Chuck Williams, Cengage 2016 ISBN: 978-1-285-77530-2 <i>BUSN 7</i> or <i>BUSN 9</i> are acceptable substitutions. Appendix 2: http://academic.cengage.com/resource_uploads/downloads/1111221464_263560.pdf
Last Date of Withdrawal	April 7, 2016
Make-up policy	By their nature, team assignments cannot be made up. The value and purpose of the assignments is to work together as a team, which cannot be made up later in isolation. However, your team average will be calculated as the higher of the mean or median, which means that as long as you complete more than half of the assignments, your average will not be lower than your lowest team assignment grade. Other make-up assignments will be allowed only if the absence is excused as provided in the <i>Catalog & Student Handbook</i> . It is your responsibility to make arrangements with me to make up missed work. If you know in advance that you will be able to meet a deadline, notify me in advance to work out an alternate schedule. Absent a compelling reason, do not expect to be able to miss class and then arrange for a make-up assignment after the fact.
Class Activities	A significant portion of the grade in this course is based on team assignments. You will be assigned to a team with whom you will work together over the course of the semester to answer team assignments and unannounced quizzes in class. To get credit for the day's assignment, you must be present in class and sign the roll on the day of the assignment. It is your responsibility to make sure you sign the class roll each day. You may not make up missed team assignments and quizzes.
Final Exam	Final exam period: Tuesday, May 3, 2016, 10:30AM–12:30PM

College Policy Information

Academic Honesty	Students are expected to be honorable in all college assignments. Suspected cases of academic misconduct are reported to the Associate Dean of Academic Services.
Attendance Policy	SSCC Attendance Policy: Students are expected to attend all classes for which they are registered, to be prompt, and to remain in class/lab for the entire time. Attendance will be recorded at every class/lab meeting. On the final grade report, instructors are required to identify the last day of attendance for all students who receive a grade of "F" or "U." Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Withdrawal from class can affect eligibility for federal financial aid. Students who are unable to attend at least 80 percent of class meetings, regardless of the reason or circumstance, should withdraw from that class; excessive absences interfere with successfully completing a course.
Standard College Policies	The college catalog and website detail standard college policies for all teaching and learning activities. This class syllabus is intended to give further detail about the policies and expectations in <i>this</i> class. Students are expected to be aware of and abide by College policies in every class.
Student Email (Bucs Mail)	All students who are or have been registered for classes at Shelton State Community College are provided an e-mail account. Students who are currently registered must have an e-mail account. Electronic mail is the official method of communication for delivery of information. Shelton State designated communicators may use this e-mail account to send official communications to the student body. Student email addresses will be recorded in the college's electronic directories and records. To activate/sign in to your Bucs Mail account, visit the Bucs Mail icon at http://www.sheltonstate.edu .
Quality Enhancement Plan	Shelton State's Quality Enhancement Plan (QEP) <i>Improving Student Success in Online Classes</i>
Tutors and Office of Specialized Student Services	Shelton State Community College is dedicated to the success of its students. To further that goal, free tutoring is available to all currently enrolled students. If you need additional assistance to succeed, contact Annette Cook at acook@sheltonstate.edu . If you have a disability and need accommodations to help you be successful, contact Michele Minor at m.minor@sheltonstate.edu or visit her in the Office of Specialized Student Services.
Emergency Preparedness and Sexual Misconduct	Shelton State Community College continues to be committed to a safe teaching and learning environment for students and employees. In an effort to further strengthen efforts at keeping the College Community free from weapon-related violence and to eradicate sexual misconduct crimes and infractions, SSCC has recently enacted the following policies that address these areas specifically. Sexual misconduct is an often underreported crime and victims should be aware that SSCC has a confidential process in place for reporting such actions and for helping victims identify resources for assistance. Links to these policies and other important emergency preparedness related topics may be found on the college website: http://www.sheltonstate.edu/discover_sccc/emergency_preparedness.aspx .
EEOC Statement	The College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions, programs, and services in compliance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. See more at http://www.sheltonstate.edu/discover_sccc/eoc_statement.aspx

Grading

Assignment	Percentage of Grade	Student's Score
Test One	15	
Test Two	20	
Test Three	20	
Test Four	25	
In-class team assignments	5	
Teamwork	10	
Learning reflection	5	
	100%	

Percentage Grade	Letter grade
90–100	A
80–89	B
70–79	C
60–69	D
59 and below	F

BUS 100-01 Course Outline
Spring 2016

Tuesdays and Thursdays, 10–11:15AM

Date	Topics
Thursday, January 07, 2016	Introduction to course
Tuesday, January 12, 2016	Chapter 1: Business now
Thursday, January 14, 2016	Chapter 2: Economics
Tuesday, January 19, 2016	Chapter 3: The World Marketplace
Thursday, January 21, 2016	Chapter 4: Business ethics and social responsibility
Tuesday, January 26, 2016	Appendix 2: Business law
Thursday, January 28, 2016	Appendix 2, cont'd
Tuesday, February 02, 2016	Chapter 6: Business formation
Thursday, February 04, 2016	Chapter 6, cont'd
Tuesday, February 09, 2016	Test review
Thursday, February 11, 2016	Test 1
Tuesday, February 16, 2016	Chapter 7: Small business and entrepreneurship
Thursday, February 18, 2016	Chapter 8: Accounting
Tuesday, February 23, 2016	Chapter 9: Finance
Thursday, February 25, 2016	Chapter 10: Financial markets
Tuesday, March 01, 2016	Personal finance appendix
Thursday, March 03, 2016	Test review
Tuesday, March 08, 2016	Test 2
Thursday, March 10, 2016	Chapter 11: Marketing
Tuesday, March 15, 2016	Spring Break (No Classes)
Thursday, March 17, 2016	Spring Break (No Classes)
Tuesday, March 22, 2016	Chapter 12: Product and promotion
Thursday, March 24, 2016	Chapter 13: Distribution and pricing
Tuesday, March 29, 2016	Chapter 14: Management, motivation, and leadership
Thursday, March 31, 2016	Chapter 14: cont'd
Tuesday, April 05, 2016	Test review
Thursday, April 07, 2016	Test 3
Tuesday, April 12, 2016	Last day to withdraw from classes Chapter 15: Human resources management
Thursday, April 14, 2016	Chapter 16: Managing information and technology
Tuesday, April 19, 2016	Chapter 17: Operations management
Thursday, April 21, 2016	Test review
Tuesday, April 26, 2016	Test 4
Tuesday, May 3, 2016	Final exam period: 10:30AM–12:30PM