Mercer County Community College
Division of Business and Technology

BUS 101 – Introduction to Business

Syllabus

Fall 2012

SECTION: #103391, T&TH (CM108), 9:00am-10:15am
No Class: 11/22

Professor: Andrea Lynch
Web Page: www.mccc.edu\~lyncha
Phone: (609) 570-3652
Email: lyncha@mccc.edu

Office Hours: M: 12:30pm – 2:30pm, JKC, Rm. KC 327
T: 11:30 – 2:30, WWC, Rm. BS 109
W: 12:30pm – 2:30pm, JKC, Rm. KC 327
Th: 11:30 – 2:30, WWC, Rm. BS109

COURSE MATERIALS:

- Textbook: Title: Business Essentials 9th edition, ISBN: 978-0-13-266402-8
  Author: Ebert/Griffin
  Publisher: Pearson
- Access code to MYBIZLAB – course id: **lynch48884**

GRADING:

Exams	40%
Homework & Quizzes	40%
Final project	20%
	100%

CATALOG DESCRIPTION:

Survey course of the American business system. Includes forms of business ownership, financing, employee relations, marketing, motivation, management, the role of government, and international issues. Also covers workplace ethics, legal concerns, and the responsibility of the individual as worker and consumer.

Note: The course outline is available online at www.mccc.edu by selecting Programs and Courses.

Late Assignment Policy:

You will have 1 week to complete each quiz and exam, at your convenience, from home if you like. For this reason, I will **NOT** accept Quizzes and Exams past the due date. Late homework assignments and the final project will be penalized 10%.

Attendance Policy:

Attendance counts!!! You are expected to be present and on time for every class. 3 lates count as an absence. I take attendance at the beginning of every period. At the end of the semester you will earn 5 points to your overall grade for an attendance average of 90% or better.

Academic Integrity Statement:

"A student who, a) knowingly represents work of others as his/her own; b) uses or obtains unauthorized assistance in the execution of any academic work; or c) gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized." (Student Handbook)

Classroom Conduct Statement:

This is a very interactive class. I expect you to have respectful and meaningful participation in class discussions. I will often give class participation assignments in class. I will collect and grade this work. If, at the end of the semester, you have accumulated 10 in-class assignments with a 90% or better, you will earn 5 additional points toward your final grade.

Students are expected to follow ordinary rules of courtesy during class sessions. Leaving class early without having informed the instructor prior to class is not appropriate. Disruptive behavior of any type, including sharpening pencils, texting, holding private conversations during class is not appropriate.

You will not be permitted to text and use your phone during class time unless you provide me with an academic accommodations form giving you that permission. If you need to use the phone, excuse yourself and leave the room.

Reasonable Accommodations for Students with Documented Disabilities

Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations. For more information regarding accommodations, you may visit the Office of Academic Support Services in FA129 or contact them at 609.570.3422 or urbanb@mccc.edu.

BUS101, #103391, A.Lynch, Fall 2012, TTH, 9:00am – 10:15am, CM108

Week	Dates	Tuesday	Thursday
1.	T: 8/28 R: 8/30	Welcome / Introductions	Ch. 1 – US Business Environment
2.	T: 9/4 R: 9/6	Ch. 1 – US Business Environment	Ch. 1 – US Business Environment
3.	T: 9/11 R: 9/13	Ch. 2 – Business Ethics	Ch. 2 – Business Ethics
4.	T: 9/18 R: 9/20	Ch. 3 - Entrepreneurship	Ch. 3 - Entrepreneurship
5.	T: 9/25 R: 9/27	Ch. 4 – The Global Context of Business	Ch. 4 – The Global Context of Business
6.	T: 10/2 R: 10/4	Ch. 5 – Business Management	Ch. 5 – Business Management
7.	T: 10/9 R: 10/11	Ch. 6 – Organizing the Business	Ch. 6 – Organizing the Business
8.	T: 10/16 R: 10/18	Ch. 8 – Employee Behavior	Ch. 8 – Employee Behavior
9.	T: 10/23 R: 10/25	Ch. 9 – Leadership and Decision Making	Ch. 9 – Leadership and Decision Making
10.	T: 10/30 R: 11/1	Ch. 10 – Human Resource Management	Ch. 10 – Human Resource Management
11.	T: 11/6 R: 11/8	Ch. 11 – Marketing Processes and Consumer Behavior	Ch. 11 – Marketing Processes and Consumer Behavior
12.	T: 11/13 R: 11/15	Ch. 12 – Pricing, Distributing, and Promoting Products	Ch. 12 – Pricing, Distributing, and Promoting Products
13.	T(R): 11/20 R: 11/22	Ch. 13 – Information Technology for business	No Class - Thanksgiving
14.	T: 11/27 R: 11/29	Ch. 14 – Accounting Information	Ch. 15 – Money and Banking
15.	T: 12/4 R: 12/6	Ch. 16 – Managing Finances	**Final Projects Due**
16.	T: 12/11 R: 12/13	Course Evaluation	No Class