Mercer County Community College
Division of Business and Technology

BUS 101 – Introduction to Business

Syllabus

Spring 2013

SECTION: #106427, T&TH (AD131), 9:00am-10:15am
No Class: 3/20 and 3/22 – Spring Break

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

Office Hours:

Monday	**12:30 - 2:30pm**	**KC327**
Tuesday	**11:30 - 2:30pm**	**BS109**
Wednesday	**12:30 - 2:30pm**	**KC327**
Thursday	**11:30 - 2:30pm**	**BS109**

COURSE MATERIALS:

- Textbook: Title: Business Essentials 9th edition, ISBN: 978-0-13-266402-8
  Author: Ebert/Griffin
  Publisher: Pearson / Prentice Hall
- Access code to MYBIZLAB – course id: **lynch93377**

GRADING:

Homework & Quizzes	40%
Exams	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.

Workload:

There will be a quiz assigned for each chapter. Quizzes will usually be due on Thursday's before the start of class. Quizzes are online and the questions are randomly selected from a pool of questions. You will be able to take and retake the quizzes multiple times. The last grade earned counts. Most chapters will also have homework assignments that may take 30 – 45 minutes to complete. There will be about 15 quizzes and 10 homework assignment which will average 40% of your grade.

There is a mid-term and a final exam. The quizzes prepare you to take the exams. Exams are a large percentage of your grade; they count 20% each. The exams are also online.

Lastly, you will have a final project which is similar to a business plan except you are the subject. You will be developing a personal portfolio and an oral presentation on a current topic as the final 20% of your grade.

Attendance Policy:

It is expected that students attend and be on time for all class meetings; attendance is taken at the beginning of every class. Extra credit points will be added to your final grade at the end of the semester for attending 90% or more of scheduled class meetings. 3 lates count as an absence. It is the student's responsibility to make the faculty aware if they are going to be late or absent to a future class. Students are responsible for acquiring content that is covered, announcements made, and materials that may have been distributed in class if they are absent.

Assignment Policy:

All assignments are expected to be handed in on the due date at the beginning of class. 10% will be deducted for assignments turned in late. No assignment will be accepted more than 2 weeks late.

Academic Integrity Statement

Academic integrity is important to student success. Students who submit the work of another student as their own will be penalized. According to the student handbook, "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."

Classroom Conduct Statement

The college welcomes all students into an environment that creates a sense of community and pride and respect; we are all here to work cooperatively and to learn together. Students must follow ordinary rules of courtesy during class sessions. Engaging in private conversations, texting, answering a cell phone, sleeping, or other disruptive behavior during class time will not be tolerated.

Reasonable Accommodations for Students with Documented Disabilities

Mercer County Community College is in compliance with both the ADA and section 504 of the Rehabilitation Act. If you have, or believe you have, a differing ability that is protected under the law please contact Arlene Stinson in LB 216, call 570-3525, or email at stinsona@mccc.edu for information regarding support services.

BUS101, #106427, A.Lynch, Spring 2013, TTH, 9am – 10:15am, AD131

Week	Dates	Tuesday	Thursday
1.	T: 1/22 TH: 1/24	Welcome / Introductions	Ch. 1 – US Business Environment
2.	T: 1/29 TH: 1/31	Ch. 1 – US Business Environment	Ch. 1 – US Business Environment
3.	T: 2/5 TH: 2/7	Ch. 2 – Business Ethics	Ch. 2 – Business Ethics
4.	T: 2/12 TH: 2/14	Ch. 3 - Entrepreneurship	Ch. 3 - Entrepreneurship
5.	T: 2/19 TH: 2/21	Ch. 4 – The Global Contest of Business	Ch. 4 – The Global Contest of Business
6.	T: 2/26 TH: 2/28	Ch. 5 – Business Management	Ch. 5 – Business Management
7.	T: 3/5 TH: 3/7	Ch. 6 – Organizing the Business	Ch. 6 – Organizing the Business
8.	T: 3/12 TH: 3/14	Ch. 8 – Employee Behavior	Ch. 8 – Employee Behavior
	TH: 3/14 T: 3/26	**Mid-Term Exam (Ch. 1-6, 8)**	
	T: 3/19 TH: 3/21	**Spring Break**	
9.	T: 3/26 TH: 3/28	Ch. 9 – Leadership and Decision Making	Ch. 9 – Leadership and Decision Making
10.	T: 4/2 TH: 4/4	Ch. 10 – Human Resource Management	Ch. 10 – Human Resource Management
11.	T: 4/9 TH: 4/11	Ch. 11 – Marketing Processes and Consumer Behavior	Ch. 11 – Marketing Processes and Consumer Behavior
12.	T: 4/16 TH: 4/18	Ch. 12 – Pricing, Distributing, and Promoting Products	Ch. 12 – Pricing, Distributing, and Promoting Products
13.	T: 4/23 TH: 4/25	Ch. 14 – Accounting Information	Ch. 14 – Accounting Information
14.	T: 4/30 TH: 5/2	Ch. 15 – Money and Banking	Ch. 16 – Managing Finances
	TH: 5/2 TH: 5/9	**Final Exam (Ch. 9-12, 14-16)**	
15.	T: 5/7 TH: 5/9	**Final Projects Due**	Course Evaluation