Mercer County Community College
Division of Business and STEM

BUS 101 – Introduction to Business
Syllabus

Fall 2016

Section: #020**,** Tuesday and Thursday, AD131, 9am – 10:15am
Tuesday, 8/30/16 – Thursday, 12/15/16
No Class: Thursday, 11/24 (Thanksgiving Break)

Professor: Andrea Lynch
Direct Phone: **(609) 232-2614**
Office Phone: (609) 570-3652
Email: lyncha@mccc.edu

Office Hours: Monday and Wednesday, 9am-10am, (JKC) KC327
Monday and Wednesday, 3pm-4pm, (WWC) BS131

COURSE MATERIALS:

- Textbook: Title: Business Essentials 11th edition, ISBN: 978-0-13-412996-9
  Author: Ebert/Griffin
  Publisher: Pearson / Prentice Hall

GRADING:

A. Quizzes, homework, in-class assignments - (30%)
   - There will be an online quiz for each chapter. Quizzes will usually be due on Thursday's before the start of class.
   - There will be several small take-home projects.
   - In-class assignments will consist of written reflection of that class discussion.

B. Class contribution project - (10%)
   - Students will make a 5 minute oral presentation on a current events topic at the beginning of an assigned class period. Students will select an article on a topic and reflect on the what, so what, now what aspects of the topic.

C. Exams - (40%)
   - There is a midterm and final exam.

D. Final project - (20%)
   - Students will work with as a team to develop a business plan for a newly formed company.

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.

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. 3 lates count as an absence. 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. 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.

Grades will be assigned in accordance with the following:

Letter grade	Nominal %	QPA quality points
A	**93-100**	**4.0**
A-	**90-92**	**3.7**
B+	**87-89**	**3.4**
B	**83-86**	**3.0**
B-	**80-82**	**2.7**
C+	**77-79**	**2.4**
C	**70-76**	**2.0**
D	**60-69**	**1.0**
F	**0-59**	**0.0**
S	**70-100**	**NA**
NC	**0-69**	**NA**

Reasonable Accommodations for Students with Documented Disabilities Mercer County Community College is committed to ensuring the full participation of all students in all activities, programs and services. If you have a documented differing ability or think that you may have a differing ability that is protected under the ADA and Section 504 of the Rehabilitation Act, please contact Arlene Stinson in LB 216 stinsona@mccc.edu for information regarding support services. If you do not have a documented differing ability, remember that other resources are available to all students on campus including academic support through our Academic Learning Center located in LB 214.

Important Financial Aid Information It is recommended that students complete an application for financial aid to determine eligibility for financial assistance. The application is FREE and available for completion beginning October 1, 2016 for 2017-18 academic year. Visit www.fafsa.ed.gov to complete your application. Applications should be completed before December 1, 2016. Students who are interested in MCCC Foundation scholarships are expected to complete an application as well.

Important Fall 2016 dates for complete list, visit www.mccc.edu/news_calendar_academic

9/2/16 – Last day for 100% refund
11/11/16 – Last day to withdraw

BUS101-020, TTH, 9am-10:15am, A.Lynch, Fall 2016, WWC, AD131

Week	Dates	Tuesday	Thursday
1.	T: 8/30 R: 9/1	**Welcome / Introductions**	Ch. 1 – US Business Environment
2.	T: 9/6 R: 9/8	Ch. 1 – US Business Environment	Ch. 2 – Business Ethics
3.	T 9/13 R: 9/15	Ch. 2 – Business Ethics	Ch. 3 - Entrepreneurship
4.	T: 9/20 R: 9/22	Ch. 3 - Entrepreneurship	Ch. 4 – The Global Contest of Business
5.	T: 9/27 R: 9/29	Ch. 4 – The Global Contest of Business	Ch. 5 – Business Management
6.	T: 10/4 R: 10/6	Ch. 5 – Business Management	Ch. 6 – Organizing the Business
7.	T: 10/11 R: 10/13	Ch. 6 – Organizing the Business	Ch. 8 – Employee Behavior
8.	T: 10/18 R: 10/20	Ch. 8 – Employee Behavior	Ch. 9 – Leadership and Decision Making
	T: 10/18 T: 10/25	**MIDTERM EXAM PERIOD Chapters: 1-6, 8**	
9.	T: 10/25 R: 10/27	Ch. 9 – Leadership and Decision Making	Ch. 10 – Human Resource Management
10.	T: 11/1 R: 11/3	Ch. 10 – Human Resource Management	Ch. 11 – Marketing Processes and Consumer Behavior
11.	T: 11/8 R: 11/10	Ch. 11 – Marketing Processes and Consumer Behavior	Ch. 12 – Developing and Pricing Products
12.	T: 11/15 R: 11/17	Ch. 12 – Developing and Pricing Products	Ch. 13 – Distributing and Promoting Products
13.	T(R):11/22 R: 11/24	Ch. 13 – Distributing and Promoting Products	**THANKSGIVING – NO CLASS**
14.	T: 11/29 R: 12/1	Ch. 15 – The Role of Accountants and Accounting Information	Ch. 15 – The Role of Accountants and Accounting Information
15.	T: 12/6 R: 12/8	Ch. 16 – Understanding Money and the Role of Banking	Ch. 16 – Understanding Money and the Role of Banking
16.	T: 12/13 R: 12/15	**Final Project Presentations**	**Final Project Presentations**
17.	R: 12/8 R: 12/15	**FINAL EXAM PERIOD Chapters: 9-13, 15, 16**	