

MORAIN VALLEY COMMUNITY COLLEGE
SYLLABUS

INTRODUCTION TO BUSINESS
BUS 100-505
FALL 2009

I. FACULTY INFORMATION

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|----|------------------|---|
| a. | Instructor | Alex Turlakes II |
| b. | Office Hours | By Appointment Only |
| c. | Class Location | Andrew High School
Tinley Park |
| d. | Andrew Phone | (708) |
| e. | Office Phone | (708) 974-5710 (not to report absences) |
| f. | Instructor Phone | (815) 478-5800 |
- Should students need to speak immediately with the instructor on any matter concerning this course, he can be reached during business hours.

II. COURSE IDENTIFICATION

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|----|---------------------|---|
| a. | Credit hours | Three |
| b. | Total contact hours | Lecture- Three Lab- Zero |
| c. | Meeting day/time | Monday/Wednesday
6:00 P.M. - 9:00 P.M. |
| d. | Meeting dates | Starting August 31 through October 21, 2009 |
| e. | Prerequisite | None |
| f. | Catalog Description | |

This course will provide the student with the opportunity to develop concepts, attitudes, and ideas about the nature of business and the environment in which it operates. Types of business ownership, management, marketing, finance, accounting, human resources, labor-management relations, ethics and other related topics are covered. (IAIM: BUS 911)

III. TEXTBOOK

REQUIRED

Business Essentials, Ebert and Griffin, 7th Edition.

OPTIONAL

Study Guide for the text is available. The instructor has reviewed the available study guide and does not require its use for this class. Note that the study guide provides a clear outline of each

chapter of the text and provides valuable definitions and practice questions, however as previously stated, is not required. The instructor shall endeavor to discuss all material, including that contained within the study guide.

GENERAL OBJECTIVES

Students that successfully complete this course will have a basic understanding regarding the business environment. General business concepts and their influences on society shall be discussed. Students will be exposed to various forms of business ownership, and the accompanying benefits and liabilities of each form. Students will be exposed to concepts of marketing a product/service, and the necessary skills to manage a business. Ultimately this course will allow the student to identify business topics of interest to that student that may warrant further study by the student.

V. END COMPETENCIES EXPECTED

Upon successful completion of this course, students will be able to:

- a. List and describe the basic characteristics of the U.S. economic system.
- b. Compare and contrast capitalism, socialism, communism and mixed economies.
- c. Describe a firm's ethical responsibilities to its stakeholders.
- d. Analyze the growing importance of globalization.
- e. Identify the advantages and disadvantages of the forms of business ownership.
- f. List and describe the functions of management, organization structure and leadership.
- g. Describe the strategic importance of human resource management and examine current human resource issues.
- h. Describe how a firm segments a market and creates a marketing mix.
- i. Explain how and why businesses manage information.
- j. Describe the structure of U.S. financial institutions.

VI. MAJOR CONCEPTS

- a. Competition
- b. Capitalism
- c. Economics
- d. Management
- e. Marketing
- f. Ethics & Social Responsibility
- g. Entrepreneurship & Small Business
- h. Information Management
- i. Accounting & Finance

VII. PROGRAMS/COURSE GOALS OR MAJOR PURPOSES

- a. To study the dynamic, ever-changing, nature of American business.
- b. To analyze current business issues.
- c. To aid career planning by introducing a variety of business functions that represent potential career areas.
- d. To enhance interpersonal, problem-solving, critical thinking and technology skills.
- e. To provide a solid foundation for continued studies in the areas of marketing, management, human resources, economics, and operations.

VI. CLASSROOM POLICY

A. General Information

Each class meeting will be lecture oriented. Students are strongly urged to participate, as such participation can greatly enhance the understanding of the material. Since we may move faster or slower depending upon the material, the chapters that have been assigned for each week are to be read prior to our first class meeting for that week. The instructor's lecture will follow the outline of the assigned textbook. The instructor shall take care in emphasizing important concepts to prepare the students for the exams.

Students may bring tape recorders to class.

B. Attendance Policy

Attendance is required except for extraordinary circumstances and the student must contact the instructor prior to class to report any absence. Absences in excess of 10% shall be sufficient cause for failure of the course, regardless of the student's performance in the class.

C. Examinations

There will be two exams and two quizzes. **THERE IS NO PROVISION FOR A MAKEUP EXAM OR QUIZ! FAILURE TO TAKE THE EXAM OR QUIZ BY THE REQUIRED DATE WILL RESULT IN A ZERO FOR THAT QUIZ OR EXAM.** That being said, IF the instructor is notified **PRIOR TO THE DATE THE EXAM IS DUE**, provisions will be made for the student to take the exam at an agreed date, time and location

D. Academic Dishonesty

Academic dishonesty is not tolerated, and students deemed by the instructor to have engaged in dishonesty will receive a final grade of F for the course, regardless of the progress of the student at the time of the dishonesty.

E. Student Conduct

Each student is responsible for adhering to the Code of Student Conduct as stated in the college catalog.

F. Withdrawal

A student who does not withdraw officially from a course may receive a grade of F, depending on course progress or course attendance, which will become a part of the student's permanent record.

VII. GRADING POLICIES/PROCEDURES

A. Exam Scoring

Each of the two tests and two quizzes will be worth 100 points.

<u>Points</u>	<u>Final Grade</u>
360 and above	A
320 - 359	B
280 - 319	C
240 - 279	D
239 - 0	F

B. Make-Up Policy

There exists no make-up policy, however, the instructor is lenient in the event of a bona-fide emergency; so long as the instructor has been made aware of such emergency prior to the deadline.

C. Extra Credit Policy

There exists no extra credit policy.

VIII. Course Schedule/Calendar (**Tentative and may be changed by the instructor.**)

August	31	INTRODUCTION
September	2	Chapters 1, 2
	7	NO CLASS
	9	Chapters 3, 4
	14	QUIZ 1
	16	Go over Quiz 1, Chapter 5
	21	Chapters 6, 7
	23	Chapter 8, Review for Midterm
	28	MIDTERM EXAM
	30	Go over Midterm, Chapter 9
	5	Chapters 10, 11
	7	Chapter 12; QUIZ 2
	12	Chapter 13
	14	Chapters 14, 15
	19	Review
	21	FINAL EXAM

NOTE: STUDENTS ARE REMINDED THAT THIS CLASS IS PRESENTED IN AN ACCELERATED FORMAT AND REQUIRES A COMMITMENT BY EACH STUDENT TO PUT FORTH THE EFFORT TO PREPARE FOR THIS CLASS PRIOR TO ATTENDING THE CLASS MEETING. THAT BEING SAID, THE INSTRUCTOR ANTICIPATES THAT THIS COURSE WILL BE A FAST PACED LEARNING EXPERIENCE THAT WILL BENEFIT THE STUDENTS THAT PUT FORTH THE EFFORT TO LEARN THE MATERIAL.