Durham Technical Community College
Division of Business, Education & Information Technology (BEIT)
Spring 2015

Course Instructor	L------- S-------
Office Location	The White Building, Room --
Office Telephone	919.536.7230 extension ----
E-Mail Address	s--------l@durhamtech.edu Please allow 24 – 48 hours for a response.

Course Number	BUS 110-192A
Course Title	Introduction to Business
Course Description	This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.
Class Meeting Days, Time and Location	Online Course Delivery via Sakai Class functions on a Monday to Sunday schedule
Credit Hours	3
Prerequisites	RED 090 and ENG 090 or DRE 098; or satisfactory score on placement test(s)
Means of Instruction	Material in class will be presented in a resource and discussion format. Exercises, quizzes and a major project will be added to help increase student involvement and learning. LearnSmart online assignments.

Required Textbooks	*Understanding Business by Nickels, McHugh & McHugh 10th edition by McGraw-Hill Irwin Publishing DTCC Bookstore has a custom made copy titled "Introduction to Business"*
Required Materials, Supplies, and/or Tools	Access to the internet, ability to access and use the Sakai online platform, a way to save documents one may find useful for the course i.e. travel drive, a DTCC email account, the ability to use Microsoft's Power Point and Word and the ability to convert documents into a PDF file. The Sakai platform works at its optimum performance through the use of Google Chrome or Mozilla Firefox web browsers. Connect Plus access code.

IMPORTANT DATES: SPRING 2015

Monday, January 12 Spring Semester Classes Begin

Saturday, January 17 Saturday Classes Begin

Monday, January 19 Martin Luther King, Jr. Holiday

Monday, March 9 First Mini-Session Ends

Tuesday – Friday, March 10 – 13 Spring Break, No Classes

Saturday, March 14 No Saturday Classes Meet

Monday, March 16 Second Mini-Session Begins

Friday – Monday, April 3 – 6 Spring Holiday

Saturday, April 4 No Saturday Classes Meet

Tuesday, May 5 Last Tuesday Classes Meet

Wednesday, May 6 Last Wednesday Classes Meet

Thursday, May 7 Last Thursday Classes Meet

Saturday, May 9 Last Saturday Classes Meet

Monday, May 11 Last Monday Classes Meet

Tuesday, May 12 Last Friday Classes Meet

STANDARD DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES

Class Absences

Any student with **consecutive absences** equaling or exceeding 15 percent of the instructional hours for the course prior to the official withdrawal date for the course will be withdrawn from the class by the instructor with a grade of "W".

If a student misses 15 percent of the class meetings **(3 days)** **consecutively** such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor will submit a withdrawal form assigning the grade of "F" or a grade of "W" for Developmental Education courses.

If a student misses 15 percent of the class meetings **(3 days)** **intermittently** within the first 60 percent of the instructional hours for that course, the instructor may withdraw the student from the course assigning the grade of "W". If a student misses 15 percent of the class meetings **(3 days)** **intermittently** such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor will submit a withdrawal form assigning the grade of "F" or a grade of "W" for Developmental Education courses.

Withdrawal Policy

Prior to the 10 percent date in the semester, students may officially withdraw from one or all courses without the enrollment being shown on the transcript. After that date and prior to the 60 percent date in the semester **(02/16/15)**, students may officially withdraw from one or all courses with a grade of "W". Students may receive a grade of "F" due to lack of attendance. Failure on the part of the student to withdraw officially from a course could result in a grade of "F".

New Withdrawal Process

To officially withdraw from a class, students will now complete Doc e Fill Forms. This system allows students to store and track forms all in one place. E-Forms are accessed from the following link: http://www.durhamtech.edu/current/forms.htm. Students will use their WebAdvisor username and password to log in to the system. Students may officially withdraw from one or all courses during the designated drop days of each semester without the enrollment being shown on the transcript. The Student Information and Records Office Staff will forward the completed form to the instructor, who will verify the last day the student attended class and will promptly return the form to the Student Information and Records office through the eforms process. The day the student officially submits the eform will be the day the student withdrew from the class.

Academic Integrity

According to the Catalog and Student Handbook, "Durham Technical Community College demands complete academic integrity from each student. Academic dishonesty is the participation or collaboration in specific prohibited forms of conduct." Academic dishonesty includes the following:

• Registering for a course not approved by a student advisor;
• Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises;
• Plagiarism, which is defined as the intentional representation of another person's work, words, thoughts, or ideas, including material from the Internet as one's own;
• Unauthorized possession of any academic material, such as tests, research papers, assignments, or similar materials; or
• Furnishing false information with the intent to deceive members of the college faculty or administration who are acting in the exercise of their official duties.

Please consult the catalog for information on penalties for violation of the Academic Honesty policy. Please note that as the Catalog and Student Handbook is updated, campus policies may change.

Student Code of Conduct

According to the Catalog and Student Handbook, "All Durham Tech students are expected to conduct themselves as responsible adults. Behavior that persistently or grossly disrupts the educational process or functioning of the college, whether it occurs on campus or at any college-sponsored activity, may result in disciplinary action." Please consult the catalog for information on penalties for violation of the Student Code of Conduct. Please note that as the Catalog and Student Handbook is updated, campus policies may change.

Center for Academic Excellence

Students who need tutorial assistance may come to the Center for Academic Excellence (CAE) in the Phail Wynn Jr. Student Services Center, third floor Room 1310. For more information, call the CAC at 536-7232 ext. 2404 or 2403 or consult the CAE web pages at http://www.durhamtech.edu/html/prospective/cae/index.htm.

Disabilities Services

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from the Disability Services Coordinator within the first two weeks of the semester. Likewise, students who may require emergency medical attention due to a chronic health condition are encouraged to disclose this information to a disabilities services counselor within the first two weeks of the semester. Counselors can be contacted by calling 919-536-7207 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1209. **Students should also inform the Instructor of any required accommodations during the first two weeks of class.**

College Communications

All Durham Technical Community College students have been issued a ConnectMail account. This account should be used for all email communications between the students and the college, including all communications with instructors. (When sending an email to the instructor, please put the course number and section as part of the heading/subject line along with a phrase related to the purpose for the email. This is imperative since the Instructor is teaching a number of courses.)

Sakai Technical Support

I recommend not waiting until the last minute to get assignments completed because if a technical issue arises that is not a result of the college, there may not be enough time for the issue to be resolved. If a student is experiencing issues with Sakai such as technology compatibility, he or she should contact Sakai Technical Support via email at sakaihelp@durhamtech.edu or phone on 919-536-7213 Monday through Friday from 8 a.m. to 5 p.m. Also, the following link is the college's portal to Sakai Help: http://courses.durhamtech.edu/wiki/index.php/Sakai_Help_for_Students

A student's personal internet or computer not working is not an excuse for being unable to submit assignments. The only time for which exceptions will be made due to technical difficulties is when there is a problem with Durham Technical Community College's technology that will not allow a student to access Sakai. Usually, the college will send an email informing you of problems with the site. I recommend you have access to more than one computer and other internet sources i.e. a friend's, the college's or the library. Also, sometimes simply just logging out of the system and logging back in will solve some issues that may occur with the site.

Library Access

Durham Tech has an extensive collection of print sources as well as online database collections. The library catalogue and online databases are available at http://www.durhamtech.edu/html/prospective/library/index.htm.
Remote access database passwords are available at the circulation desk or by email by clicking on the "Ask a librarian" link. The online catalogue and library hours are also available on the library's website. Librarians can be reached by telephone at 919-536-7211or e-mail at library@durhamtech.edu.

Seated/Online Classroom Decorum

Students who exhibit behavioral problems that disturb the academic learning experience will be reported. If the disruptive behavior persists, the Instructor will proceed with requesting the student be dropped from the course. Students are expected to conduct themselves professionally online and in class by respecting others' opinions. Students should not post statements and/or pictures of a vulgar or profane nature. Students are expected to not plagiarize through their postings, but to expound upon the theories and concepts presented in the course. It is expected that the postings and assignments completed by a student are his or her own and he or she did not receive assistance with their completion.

Students are expected to be respectful of others; and they should not disrupt the learning environment. Once the class period begins, students are expected to remain in the class – and not leave early without permission (and only under extraordinary circumstances). Students are expected to turn off all cell phones and any other electronic devices that could distract from another's learning experience. Extraneous talking should be kept to a minimum during the class period. Those who are disrupting the class will be asked to leave. Disruptions include, but are not limited to, sleeping, passing notes, working on other course work, interrupting the instructor, unauthorized electronic recordings, tardiness, and reading non-course related materials.

Any electronic recordings of class sessions must be approved by the instructor in advance. Durham Technical Community College does not permit a student to attend class with a child – or leave a child unattended on campus - while attending their class(es). Students are not permitted to bring non-students to the classroom. Also, please limit food and drinks in the classroom. Please read the college's policy on Disruptive Behavior at the following link: http://www.durhamtech.edu/faculty/employees/StudentConductProcedures.pdf.

Overarching Student Learning Outcomes

Students will acquire and exhibit an understanding of how various areas of a business intertwine and affect each other.
Students will acquire and exhibit an understanding of the issues of business start-up and maintenance that a company must face.
Students will acquire and exhibit an understanding of the various types of business ownerships.
Students will acquire and exhibit an understanding of how the economy affects an organization.

Grading Policy

College Policy	Section Policy

The College operates on the semester hour system, and the following symbols are used in grading:
 	
   A = Superior Work   W= Withdrawal
   B = Very Good Work
   C = Average Work   WP = Withdraw/Pass
   D = Below Average Work
   F = Unsatisfactory Work I = Incomplete
	The grading policy for this course is as follows:
	A = 90 - 100 = Superior Work W = Withdrawal
	B = 89 – 80 = Very Good Work
	C = 79 – 70 = Average Work WP = Withdraw/Pass
	D = 69 – 60 = Below Average Work
	F = 59 – 0 = Unsatisfactory work
	I = Incomplete

Tests: All scheduled tests or quizzes, including the final examination, may consist of multiple choice, discussion and essay questions along with requiring students to define chapter terms. Tests are formatted in this manner to ensure that students are retaining information, as well as, exhibiting the ability to apply what he or she has learned to the business world and real-life situations. Test questions will address issues raised in the textbook and items and/or resources within the threads. I recommend that each student (1) Read the assigned chapters in the textbook, (2) Outline the assigned chapters, (3) Take notes and (4) Study all sources of information provided in the threads. Students need to regularly participate in class and properly prepare in order to master the course material and perform well on tests.

Important: **No late assignments will be accepted.**

LearnSmart Quizzes: Short quizzes are given to ensure that students understand the course material. Quizzes may not be made up because they contribute to the class participation grade. Quizzes are to be taken and submitted on Sundays by 11:59 p.m.

Assigned Project: Small Business research PowerPoint. The final project will be due at the end of the semester.

Service Learning Project (optional):

Students will complete 10 hours of service work at local nonprofit businesses recommended by Durham Tech's Small Business Center. Students will assist business owners in a variety of tasks to help them gain knowledge and experience as it relates to the basic principles and practices of contemporary business. Students will keep a journal and create a reflection PowerPoint on their service work. Students will present to the class how their experience relates to globalization, business ownership, empowering employees, human resource management, customer service and the functions of marketing in lieu of their end of semester oral research presentation. After the initial setup by the instructor, students will sign up for service of their choice, complete the hours, and complete the required paperwork.

Forum Discussion Assignments: Initial post due by Wednesdays at 11:59 p.m., along with a response to two different classmate's initial post, is due by Sundays at 11:59 p.m. of the week due. Please make sure you follow submission criteria outlined in the description for each assignment. A paragraph is composed of a minimum of five sentences. Points will be deducted for responses not meeting criteria outlined in the assignment description. If an assignment requires a two paragraph submission and only one paragraph is submitted, points will be deducted. Also, if a paragraph has less than five sentences, points will be deducted. Please make sure periods are inserted at the end of each sentence. The best way to structure a response is to utilize the competencies that you learned from English. Paragraphs should consist of a topic sentence, supporting sentences and a conclusion sentence.

Resubmission of Assignments: Students are not allowed to resubmit assignments. This includes Forum Questions, Projects, Quizzes and Tests. The first attempt will be the one that will be graded so, make sure that you thoroughly review your responses prior to submission.

Determination of a Student's Final Grade:

Factor	Percentage
Assigned Final Project	20%
Connect Chapter Quizzes	50%
LearnSmart Assignments	10%
Connect Assignments	10%
Connect Forum Discussions	10%

*The instructor reserves the right to modify the terms within this course syllabus.

Suggested Business Periodicals: *The following periodicals publish articles pertaining to various issues in business. This is by no means an exhaustive list of business periodicals, but may help you to become familiar with publications in the area of business. Not only do you need to prepare yourself now, but you will also need to continue your personal development throughout your career. These publications may be useful in preparing your projects or papers at DTCC, and as you continue to learn and develop in the future.*

Academy of Management Journal
Advertising Age
American Demographics
Black Enterprise
Business Horizons
Business Week
Canadian Business
Columbia Journal of World Business
Employee Relations Law Journal
Entrepreneur
Financial Management
Financial World
Forbes
Fortune
Harvard Business Review
HRFocus
HRMagazine
Inc.
Journal of Contemporary Business
Kiplinger Report
Labor Law Journal
Money
Psychology Today
Strategy and Leadership
Training and Development Journal
Wall Street Journal
Workforce (Personnel Journal)
Working Woman

BUS 110-192A Introduction to Business Course Schedule Spring 2015 (online mini)

Week	Due Dates	Chapter and Course Assignments
1	1/18/15	**Online Orientation Quiz in Sakai, Chapter 1** LearnSmart Assignment, Connect Interactive Activity, Connect Quiz
2	1/25/15	**Chapter 2** LearnSmart Assignment, Connect Video Case, Connect Quiz
3	2/1/15	**Chapter 3** LearnSmart Assignment, **Connect Discussion Forum 1, Developing Workplace Skills Question#1 initial post due by Wed. (1/28),** Connect Quiz
3	2/1/15	**Chapter 4** LearnSmart Assignment, Connect Video Case, Connect Quiz
4	2/8/15	**Chapter 7** LearnSmart Assignment, Connect Interactive Activity, Connect Quiz
4	2/8/15	**Chapter 8** LearnSmart Assignment, Connect Interactive Activity, Connect Quiz
5	2/15/15	**Chapter 9** LearnSmart Assignment, **Connect Discussion Forum 2, Taking It to the Net initial post due by Wed. (2/11),** Connect Quiz
5	2/15/15	**Chapter 10** LearnSmart Assignment, Connect Video Case, Connect Quiz
6	2/22/15	**Chapter 11** LearnSmart Assignment, Connect Interactive Activity, Connect Quiz
6	2/22/15	**Chapter 13** LearnSmart Assignment, **Connect Discussion Forum 3, Taking It to the Net initial post due by Wed. (2/18),** Connect Quiz
7	3/1/15	**Chapter 14** LearnSmart Assignment, Connect Interactive Activity, Connect Quiz
7	3/1/15	**Chapter 15** LearnSmart Assignment, **Connect Discussion Forum 4, Taking it to the Net, all questions initial post due by Wed. (2/25),** Connect Quiz
8	3/8/15	**Chapter 16** LearnSmart Assignment, Connect Video Case, Connect Quiz
8	3/8/15	**Final Projects Due**

*No late assignments, quizzes, discussions forums or final projects will be accepted.