

MAYLAND COMMUNITY COLLEGE
Welcomes You To:

BUS 110-20
Introduction to Business
3 credit hours, 3 contact hours
FALL 2006

Course Description

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

Prerequisites: None

Corequisites: None

Instructor Information

Instructor:	Brenda McFee
Office Location:	P209
Telephone Number:	828-765-7351 ext. 335
E-mail Address:	bmcfee@mayland.edu
Office Hours:	Posted

Course Information

Class meets Monday 6:00-8:50 in P206

Required Text(s): The Future of Business, Gitman, 2nd edition

Objectives/Competencies:

Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

Attendance Policy/Tardiness

The student will receive 6.25 points for each day they attend class. Two tardies will equal one absence. The student must be present for the entire class to receive attendance points.

Make-Up Work:

The student will have one week from the date of the exam to take the make-up exam; after one week, the grade for the exam will be zero. It is the student's responsibility to notify the instructor prior to the exam if a make up will be needed and to make arrangements for a make-up. Students are allowed to make up one exam per semester. Make up exams will be given during my posted office hours. Any bonus questions given on the original exam will not be given on the make-up.

Homework due dates will be given when homework assignments are made. Five points will be deducted for each day that homework is late, including weekends.

Grading Criteria/Tests/Grading Scale:

Exams will be given throughout the semester and will comprise 70% of your final grade. The attendance grade will comprise 15% of your final grade. Homework grades will be graded according to content and grammatically, and may be in various forms.

Homework will count 15% of your final grade. All grades are computed based on a 10 point scale.

Inclement Weather Procedures:

Visit Mayland's Homepage or listen to local radio for weather related cancellations.

Academic Standards/Student Expectations/Ethics:

In addition to good academic performance, students should exhibit the qualities of honesty and integrity. Any form of dishonesty, cheating, fabrication, facilitation of academic dishonesty, and plagiarism will make students subject to disciplinary action. I expect all students to come to class prepared. Please bring your textbook, pencil and paper to class. Before coming to class, please turn off all electronic gadgets (cell phones, etc.)

Withdrawal Dates:**Fall 2006**

End of Unconditional Withdrawal

Friday, September 22, 2006

End of Conditional Withdrawal

Monday, October 30, 2006

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

While I have attempted to be as thorough as possible, I reserve the right to make changes as the semester progresses.

Course Outline/Weekly Topics

Week of August 21	Chapter 1
Week of August 28	Chapter 1
Week of September 4	LABOR DAY
Week of September 11	Test 1, Chapter 2
Week of September 18	Chapter 3
Week of September 25	Test 2, Chapter 4
Week of October 2	Chapter 4
Week of October 9	FALL BREAK
Week of October 16	Test 3, Chapter 6
Week of October 23	Chapter 6
Week of October 30	Test 4, Chapter 11
Week of November 6	Chapter 11
Week of November 13	Test 5, Chapter 15
Week of November 20	Chapter 15
Week of November 27	Test 6, Student Chapter Selection
Week of December 4	Student Choice Chapter
Week of December 11	Student Choice Chapter

LAST CLASS:DECEMBER 13

Test 7