

SYLLABUS

Code: BUSI105 **Title:** Introduction to Business

Institute: Business and Social Science Department: Business

Course Description: In this survey course, the student will receive an overview of the functional areas of Business and learn the basic concepts of the Business World. Some of the topics covered include: *core themes such as ethics, entrepreneurship, customer satisfaction, global business, and managing change. This survey course includes many current business examples from a range of industries, geographic locations, and featuring a variety of individuals. The outcome is a balanced approach to the theory and application of business concepts, with attention to the knowledge and skills necessary for student success in this course and beyond.* This course will assist the student in making rational career choices and will serve as an entry-level foundation course.

Prerequisites: READ 092, READ 095 OR passing score in reading on Basic Skills test.

Corequisites: None

Credits: 3 **Lecture Hours:** 3 **Lab/Studio Hours:** 0

REQUIRED TEXTBOOK/MATERIALS:

Gitman, L. J., McDaniel, C., Shah, A., Reece, M., Koffel, L., Bethann Talsma, B., & Hyatt, J. C. (2018). *Introduction to Business*. Openstax.

<https://openstax.org/books/introduction-business/pages/1-introduction>

TEXTBOOK PDF Download:

https://brookdalecc.instructure.com/courses/1869356/files/130887168/download?download_frd=1

TEXTBOOK Online Version:

<https://openstax.org/books/introduction-business/pages/1-introduction>

Publish Date:

Sep 19, 2018

Web Version

Digital:

ISBN-10: 1-947172-55-7

ISBN-13: 978-1-947172-55-5

ADDITIONAL TIME REQUIREMENTS: For information on Brookdale's policy on credit hour requirements and outside-class student work refer to [Academic Credit Hour Policy](#).

COURSE LEARNING OUTCOMES:

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

- Identify the basic functions of business, economics, finance, management, and marketing.
- Demonstrate an understanding of the basic Economic Systems of the world and how they compare.
- Identify and analyze historical and societal issues as they impact Business today.
- Develop an awareness of the need for cultural sensitivity and ethical behavior within the context of the contemporary, diverse, global community.
- Synthesize this information with their acquired understanding of Management, Entrepreneurship, Money and Banking, Securities and Investment, Marketing, and communicate their understanding of these through written and/or spoken form.

GRADING STANDARD:

- Four (4) unit examinations that may consist of multiple-choice, true/false, essay, and short answer (or combination) = 25% of grade.
- Chapter Quizzes in Canvas = 25% of Grade.
- Projects, assignments, and Participation = 50% of grade. See the Instructor's Addendum for Unit Project(s) details, additional assignments, and percentage allocation. Projects may consist of Research, Analysis and Writing assignments.
- All missed tests, quizzes, assignments, and projects earn a grade of zero.
- The instructor's addendum will also address additional information specific to your section.

Final grades will be computed as follows:

- a. Compute the average of the four (4) unit exam grades; multiply the exam average by 25%. **An average of 65% or better is required to pass the course.**
- b. Compute the average of the ten quizzes in Canvas grades; multiply the average by 25%
- c. 50% is computed based on instructor's percentage allocation for each project, additional assignments, and participation.

Testing:

Testing is conducted in class for face-to-face sections or online at the instructor's discretion (see addendum / online section for details). The Business Management Department has a **NO RETEST POLICY**. However, a student may take one missed test if approved by the instructor. This test is generally taken in the Testing Center with written permission from your instructor and may have a ten (10) point reduction at the discretion of the instructor. The test must be taken no later than the time specified by the instructor. Only one late excuse will be permitted per semester. **Additional missed tests will be recorded as zero when calculating the final grade.**

ON-LINE SECTIONS: All exams are taken online **or** other Brookdale sites using tightly timed exams or using the Respondus Lockdown Browser with Monitor on your personal computer at your instructor's discretion.

Grades will be assigned as follows:

93 - 100%	= A
90 - 92%	= A -
87 - 89%	= B+
83 - 86%	= B
80 - 82%	= B -
76 - 79%	= C+
70 - 75%	= C
65 - 69%	= D
64 - below	= F

Requirements for a Grade of Incomplete:

1. If you have completed 70% of your course requirements, you may be eligible for a grade of incomplete.
2. Refer to the incomplete contract for specifics.
3. You must obtain an incomplete application form and submit it to your course instructor for his/her approval on/or before the last class meeting date.

COURSE CONTENT:

UNIT 1 – BUSINESS TRENDS: CULTIVATING A BUSINESS IN DIVERSE, GLOBAL ENVIRONMENTS

CHAPTER 1 – Understanding Economic Systems and Business

CHAPTER 3 – Competing in the Global Marketplace

UNIT 2 – BUSINESS OWNERSHIP AND BUSINESS MANAGEMENT

CHAPTER 4 – Forms of Business Ownership

CHAPTER 5 – ENTREPRENEURSHIP: Starting and Managing your own Business

CHAPTER 6 – MANAGEMENT AND LEADERSHIP in Today's organizations

UNIT 3 – ETHICS & SOCIAL RESPONSIBILITY, & MARKETING

CHAPTER 2 – Making Ethical Decisions and Managing a Socially Responsible Business

CHAPTER 11 – Creating Products and Pricing Strategies to Meet Customers' Needs

CHAPTER 10, 13, 17, or another chapter not covered at your Professor's choice.

UNIT 4 – MANAGING FINANCIAL RESOURCES

CHAPTER 15– Understanding Money and Financial Institutions

CHAPTER 16 – Understanding Financial Management and Securities Markets

"Note: These learning objectives are common to all Brookdale BUSI 105 classes. Your instructor may include additional learning objectives in each assigned chapter, unassigned chapters, or outside materials at their discretion."

DEPARTMENT POLICIES:

Attendance and Late Policy for Students:

In the event a student accumulates more than three (3) absences, a student's final grade will be lowered one grade level.

Academic Integrity:

Any incidence of cheating will be fully processed in accordance with Brookdale Community College Regulation 6.3000 entitled STUDENT CONDUCT and the Student Conduct Code, Section V, "Academic Integrity Code" as found in the student handbook. The Business Management Department supports this regulation. Standard APA formatting and attribution is expected for all written assignments.

Brookdale e-mail/Website:

You are required to check your Brookdale e-mail at least (3) times per week for communication from your instructor. The syllabus is subject to change per the rights of the instructor. These changes may be communicated to you via e-mail.

Use of wireless phones and notebook/netbook computers:

- Cell phones must be turned off or placed in a "silent" mode
- Cell phones usage during lectures, including conversations and text messaging is strictly prohibited. If an emergency call or text is received, the student must leave the lecture.
- Portable computers may be utilized for notes and academics. Prohibited activities include e-mailing, shopping, instant messaging, web surfing, and social networking.
- Remediation may consist of being asked to leave the lecture or surrendering your device to a table or desk where it can't be accessed. At your professor's discretion, all electronic device use may be prohibited.

COLLEGE POLICIES:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK](#) **AND** [BCC CATALOG](#).

NOTIFICATION FOR STUDENTS WITH DISABILITIES:

Brookdale Community College offers reasonable accommodation and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

MENTAL HEALTH:

• Mental Health Crisis Support: From a campus phone, dial 5555 or 732-224-2329 from an external line; off-hours calls will be forwarded to BCC police (2222 from a campus phone) • Psychological Counseling Services: 732-224-2986 (to schedule an appointment during regular hours)

Study Aides

- Supplemental Instructional support materials may be available on the Canvas Site for this course. See Instructor's Addendum for sign-on information.