



CHIPOLA COLLEGE

COURSE SYLLABUS

COURSE TITLE:**INTRO TO BUSINESS****COURSE NUMBER:****GEB 1011****COURSE DESCRIPTION:**

A survey course designed to acquaint the student with the terminology, organization, and function of the American business system. Topics covered include business in a global environment, starting and growing your business, management, marketing, managing technology and information, managing financial resources, business law and risk management.

PREREQUISITES:**NAME(S) OF INSTRUCTOR(S):**

Lee Shook
Office: M208 - D
Phone 718-2368
Office hours: Posted on office door.
Other times by appointment.

DATE OF LATEST REVISION:**REQUIRED TEXTBOOKS:**

Understanding Business, 8th edition, Nickels, McHugh and McHugh, McGraw-Hill, Irwin, 2008, ISBN 978-0-07-310609-0

GRADING POLICIES:

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

- A – 100 – 93
- B – 92 – 83
- C – 82 – 70
- D – 69 – 60
- F – 59 or less

See your First Day Handout for individual instructor practices.

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

DISCIPLINE-SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

No specific Learning Outcomes for intro to Business Courses.

STUDENT LEARNING OUTCOMES/OBJECTIVES FOR ACG 2021:

See chart, last page.

MEANS OF ACCOMPLISHING OUTCOMES:

Reading assignments from the chapters should be followed. Exercises are assigned and must be worked and handed in. Hourly tests (3) are given and a final exam.

LIBRARY AND ON-LINE REFERENCE MATERIALS:

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. In addition to print media, online catalogs and resources can be accessed through www.lincweb.org and www.netlibrary.com. Library hours are posted each semester at the building entrance.

Chipola's website is located at www.chipola.edu.

See your First Day Handout for individual instructor recommendations and resources.

TECHNOLOGY RESOURCES:

The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance.

ASSIGNMENT SCHEDULE:

See your First Day Handout for individual instructor assignment schedule.

ATTENDANCE AND WITHDRAWAL POLICIES:

Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course handout the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.**

See your First Day Handout for individual instructor or department-specific attendance and withdrawal policy.

MAKE-UP POLICY:

Chipola allows each instructor to specify in the instructor handout the makeup policy. Please see your first day handout for individual instructor policy.

ACADEMIC HONOR CODE POLICY:

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to

- 1) uphold the highest standards of academic honesty in his/her own work;
- 2) refuse to tolerate academic dishonesty in the college community; and
- 3) foster a high sense of honor and social responsibility on the part of students.

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

LINKING COURSE, DISCIPLINE, AND GENERAL EDUCATION COMPETENCIES

STUDENT LEARNING OUTCOMES FOR GEB 1011	DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES*	GENERAL EDUCATION CORE COMPETENCIES
The student will:		
* Managing within the dynamic business environment: taking risks and making profits		SS5, M1, M5, M2, T5
* Learning how economics affects businesses. The creation and distribution of wealth will be discussed.		SS5, M1, M5, M2, T5
* Introduction to competing in global markets		SS5, M1, M5, M2, T5
* Study of different business organization structures, such as corporations, partnerships and sole proprietorships.		SS5, M1, M5, M2, T5
* Learning about starting and operating a small business		SS5, M1, M5, M2, T5
* An overview of management , leadership and employee empowerment. Also included will be customer satisfaction, a criterion for measurement		SS5, M1, M5, M2, T5
* Managing human resources: Motivating employees to produce quality goods and services		SS5, M1, M5, M2, T5
* Marketing: Developing customer-oriented marketing plans and implementing them. And learning financial management of a firm.		SS5, M1, M5, M2, T5

For a list of Chipola's College-Level Competencies, see www.chipola.edu.

INDIVIDUAL INSTRUCTOR HANDOUT – GEB 1011

Grades: The course grade will be determined from:

3 Hourly exams @ 100 pts each	300 pts.
Homework and pop quizzes	50 pts.
Final exam	<u>100 pts.</u>
Total	450 pts.

Pop quizzes and homework cannot be made up. There will be a total of 60 pts available from homework and pop quizzes, therefore if you happen to miss one or two of the pop quizzes it is still possible to obtain the full 50 pts.(see above) that will be used in determining your grade.

Makeup exam will be given at the end of the semester for any hour test missed for any reason. The final exam will be 100 pts from the chapters covered since Exam III.

Your responsibility: Please bring your book, a pencil and a calculator to class with you. Please do all tests and homework assignments in pencil. Students who do well in this course are the ones who attend class, read the chapters, work the problems (as the material is covered, not the night before the exam) and ask questions in class about those things they don't understand.

There will be 4 Exam days including the Final Exam. You can receive up to 5 points on each exam day if you come to class dressed in "business casual". This means no jeans or tennis shoes or caps. Look at the Prologue of the book for a description.

Pay attention to key words in the chapter and any type of statistical data (for example, on page 4 the text mentions that approximately 80,000 businesses close each year in the U.S.)

Date	Chapter	To be handed in or discussed in class
Week 1	Introduction Chpt 1	Questions p. 25
		Answer the progress assessment in each chapter
Week 2	Chpt 2	Define the key terms on p. 54
	Chpt 2	Answer the progress assessments
Week 3	Chpt 3	
	Chpt 3	Define the key terms and answer progress assess
	Chpt 6	" " "
Week 4	Chpt 6	" " "
	Chpt 7	Define key terms and answer progress assessment
	Chpt 7	" " "
Week 5	Exam 1	September 24
Week 6	Chpt 8	" " "
	Chpt 8	" " "
Week 7	Chpt 10	" " "
	Chpt 10	" " "
Week 8	Chpt 11	" " "
	Chpt 11	" " "
	Exam II	October 15

Week 9	Chpt 12	Define key terms and answer progress assessment
	Chpt 12	“ “ “
Week 10	Chpt 13	Define key terms and answer progress assessment
	Chpt 13	“ “ “
Week 11	Chpt 16	“ “ “
	Chpt 16	“ “ “
Week 12	Exam III	November 12
	Chpt 17	Define key words and answer progress assessment
Week 13	Chpt 17	“ “ “
	Chpt 18	
Week 14	Chpt 18	“ “ “
	Chpt 20	“ “ “
Week 16	Chpt 20	“ “ “

FINAL EXAM _____ December 15 10:00 am

** Last day to withdraw – November 4

*** Last day to resign from all classes – November 18