

Hagerstown Community College
OFFICIAL MASTER SYLLABUS DOCUMENT

COURSE: BUS 101: Introduction to Organization and Management - 3 credits

INSTRUCTOR: James Pierne

SEMESTER/YEAR: Spring, 2018

CONTACT INFORMATION:

Email: jgpierne@hagerstowncc.edu

Phone: 240-500-2215

Office: LRC Suite 115 Office 111

Office Hours: Monday/Wednesday 8:15 a.m. to 9:45 a.m.
and 11:45 a.m. to 12:45 p.m.

COURSE DESCRIPTION: This course gives an introductory survey of the field of business. Emphasis is placed on the role of capitalism and business in our economy, the structure of business organizations, and the decisions facing business management in areas such as marketing, finance, and personnel as well as the importance of the entrepreneur.

TEXTBOOK: Exploring Business

COURSE CONTENT OBJECTIVES: Students who successfully complete this course will be able to:

- Define and explain basic business technology
- Describe the role of business and capitalism in the economy
- Describe the various types of decisions faced by business managers
- Describe current issues in business and use course concepts to analyze them
- Describe the different structures of business organizations
- Explain the ethical implications of business policy

GENERAL COURSE OUTCOMES:

The student will be able to:

- Critically analyze and evaluate issues derived from the Social Sciences utilizing appropriate methodologies
- Demonstrate how culture, society and diversity shape the role of the individual within society and human relations across cultures

TOTAL HOURS OF COURSEWORK: To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework.

COURSE CONTENT OBJECTIVES: Students will utilize a variety of tools to gain a thorough understanding of the course concepts. In addition to the textbook, students are encouraged to read the daily newspaper and business publications. Students will demonstrate their ability to apply course concepts through their participation in completing course requirements that include discussions, quizzes, exams, and projects.

ASSESSMENT PROCEDURES:

Grading:

Examination #1	40 points
Examination #2	40 points
Examination #3	60 points
Discussions – 10	100 points
Quizzes – 10	165 points
Nike Case Study Assignment	50 points
Entrepreneur Project Assignment	50 points
Financial Analysis Assignment	50 points
Total	555 points

499 points to 555 points – A
444 points to 498 points – B
388 points to 443 points – C
333 points to 387 points – D
332 points and below – F

COURSE POLICIES:

The Academic Integrity Policy is in effect for this course. The Policy and Procedures are published in the Student Handbook available in the Student Affairs Office.

ATTENDANCE POLICY: Students are expected to attend all classes. In the case of an online course, attendance means participating in online activities and completing assignments by the due date. In the case of absence due to emergency (illness, death in the family, accident), or participation in official College functions, it is the student's responsibility to confer with the instructor about the absence and missed course work. Students should call or email their instructor on the day of any absence from class. **Absences in excess of 3 during the semester will impact your final grade in the class (does not apply to online students)**. Students absent from an announced (major) test or examination, unless authorized, may be given an equivalent examination at a later date at the discretion of the instructor. Students contemplating withdrawing from a course should read the section of the catalog entitled "Withdrawal and Course Changes." Further it is the student's responsibility to withdraw officially from any class that the student ceases to attend. Failure to do so will result in the recording of an "F" grade. Technical difficulties are not an acceptable excuse for late work. The instructor reserves the right to modify course content. Please refer to your Student Handbook for the College's Honor Code policy.

This is a business course with the objective of preparing you for the next course, as well as a possible career in the business field. With that being said, students will not be permitted to wear hats in the classroom and all electronic devices, i.e. cell phones are to be turned off. Cell phone calls, photos, and text messages are not permitted. No laptop PCs will be open during class unless requested by the instructor. No sleeping will be permitted in class. If you are extremely tired and feel the need to sleep, then simply leave the class. Your cooperation is required. Also, course content or schedule can be amended at the discretion of the instructor.

ACADEMIC INTEGRITY: The HCC Code of Conduct is published in the College Guide: A Handbook Planner for Students and may be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process.

SERVICES FOR STUDENTS WITH SPECIAL NEEDS: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstownccedu or at 249-400-2530.

SUBMITTING ASSIGNMENTS: Assignments for this course will consist of projects, discussions, quizzes, a business plan project, exams, and a final exam. All assignments must be submitted through our Moodle Course Site by 11:55 p.m. on the due date. All exams will be taken at the Academic Testing Center at Hagerstown Community College or an approved proctored testing center other than at Hagerstown Community College (requires prior approval from the instructor to use an alternative site). All due dates for assignments will be Sundays unless otherwise noted in the Moodle Course Site. You will have something due every week.

All assignments are posted in advance; therefore, I will not accept late assignments or extend due dates. For this reason, I strongly suggest that you **do not** wait until Sunday evenings to submit assignments. **If you contribute to an assignment after the due date, you will receive a zero for that assignment.**

MAKE-UP EXAMS: All exams for this course will be taken at the Academic Testing Center located in the Learning Resource Center unless otherwise noted in the Moodle Course Site. If you need to miss a scheduled exam during the semester, you must contact me so that we can make arrangements for any make-up exams. Make-up exams are at the discretion of the instructor depending on the reasons given for missing any regularly scheduled exams during the semester. If you fail to take one of the regularly scheduled exams and have not contacted me prior to the exam date to make other arrangements then the exam will be recorded as a zero. For all exams at the Academic Testing Center make certain to check their hours of operation each day so that you can allow sufficient time to take all exams. It is advisable to arrive at least 2 hours prior to the closing time of the Academic Testing Center and you must have a picture ID and your course information.

FACE-TO-FACE CLASSES

ASSIGNMENT/ASSESSMENT	CLOCK HOURS
In-class instruction, including: 1. Examination #1 2. Examination #2 3. Examination #3	37.5 hours
Nike Case Study Assignment	10 hours
Assigned reading	50 hours of reading, taking notes, etc.
Discussions	10 hours
Quiz Assignments	10 hours
Projects	15 hours
Studying for Exams	10 hours

TOTAL HOURS: 142.5 HOURS

ONLINE SECTIONS

ASSIGNMENT/ASSESSMENT	CLOCK HOURS
Term Paper #1	10 hours
Assigned reading; News Forum Reviews; Notes	82 hours
Discussions	10 hours
Quiz Assignments	10 hours
Nike Case Study Assignment; Projects	20 hours
Studying for Exams	10 hours

TOTAL HOURS: 142.0 HOURS