

BAD 1113 INTRODUCTION TO BUSINESS

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- Summer 2022 – 8 Week Syllabus

COURSE TITLE

- BAD 1113 Introduction to Business

COURSE DESCRIPTION

This course is designed to introduce students to the basic concepts of business. Students receive instruction regarding the current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Computer lab sessions demonstrate the use of the computer as a business tool. Three semester hour credits.

Introduction to Business is equivalent and will transfer to: USM (BA 100)

GOALS & OBJECTIVES

The purpose of this course is to introduce you to the world of business and examine the various fields of concentration a business major may pursue.

INSTRUCTIONAL TECHNIQUES

- Course outline including chapter notes
- PowerPoint presentations
- Dynamic Study Modules
- YouTube Videos in Canvas along with Videos in MyBizLab
- Textbook chapters
- Textbook companion site including interactive quizzes and flashcards
- MyBizLab site including interactive homework, practice tests and Study Plan

RESOURCES

- eBook included in Course – Business in Action 9e, Courtland L. Bovee/John V. Thill, Pearson Publishing
- Access to MyBizLab through our Canvas Course.
- Will need to create an account in order to Play the Stock Market Contest using the website www.howthemarketworks.com
- The official mode of communication at Jones County Junior College is via email through the myJones. Students are responsible for checking their Jones email for announcements, assignments, etc.

OUTCOME COMPETENCIES

- Describe the major forms of business ownership.
- Describe the responsibilities of businesses to their various stakeholders.
- Explain the fundamentals of effective management.
- Explain how businesses market their products and services.

- Discuss the financial management of a business from the perspectives of accounting, financing, and investing.
- Make a well-informed decision about a college major and a possible business career.
- Use the Internet, e-mail, and word processing to explore the use of the computer as a business tool.

METHODS OF EVALUATION

- **CHAPTER TESTS:** Eight online objective chapter tests on material covered will be given through MyBizLab.
- **BUSINESS CAREER PRESENTATION:** Research on requirements to obtain a job for a specific career. Information will be presented using Microsoft PowerPoint and submitted through Canvas.
- **BUSINESS SIMULATIONS:** There will be six Simulation assignments. These assignments will take students through business situations and scenarios to provide you with an authentic real-world business experience.
- **COMPREHENSIVE ASSIGNMENT:** A review assignment completed in MyBizLab that will consist of questions from every chapter this semester. This assignment is a great way to help prepare for the Final Exam.
- **STOCK MARKET PROJECT:** Analyze and discuss the financial elements of a real company and consider how those financial elements impact the decisions made by other parts of the company (marketing, management, etc.).
- **PROCTORED FINAL EXAM:** The final is a comprehensive exam covering the various topics discussed throughout the semester.

TESTING

Eight objective chapter tests will be given online through MyBizLab. They will be timed and two attempts will be allowed. Students may use resource materials for these chapter tests. A proctored final exam will be given. No resource material will be allowed during the proctored exam.

- A "proctored" exam is a test that you must take at an approved MSVCC testing location and requires an appointment.
- One (1) proctored exam will be given in each online class.
- All proctored exams must be scheduled using Proctoring, which can be found within the online course environment (Canvas). Your Proctored Exam must be taken in the Jones College Testing Center or with another MSVCC approved proctor.

ATTENDANCE

A student participating in an online course will be allowed two (2) absences.

Attendance will be monitored by weekly submission of assignments, including tests, homework, cases, etc. A student is expected to complete all assignments by the appropriate due date.

Failure to complete such assignments by the due date will be recorded as an absence. Upon the third absence, the student will be administratively withdrawn from the course with a grade of W barring any extenuating circumstances.

Extenuating circumstances do occur, such as an extreme illness, death in the family, legal matters, or military duties.* It is the student's responsibility to provide appropriate documentation to substantiate such circumstances, at which time the instructor will determine if an extension is warranted.

*Circumstances NOT considered extenuating:

- registering late for class
- failure to read the syllabus
- failure to plan appropriately
- not having the appropriate textbook or software

Single Course Withdrawal Period for Summer 2022 Online 8WK:

If a student withdraws from college completely, they may receive a grade of W in all classes. However, if a student wishes to withdraw from an individual class, the withdrawal is a "Single Class Withdrawal." The assigned grade will be determined by the timing of the withdrawal. Specific dates will be listed on each instructor's syllabus.

- A. Students may drop/add during the 100% time with NO PENALTY- No grade on their transcript.
- B. No Drop Period: Students are committed to a grade. If a student ceases to attend or participate in the course prior to the first date to receive a W, the student will receive a grade of FA. DATES WILL BE DIFFERENT FOR EVERY SESSION DEPENDING UPON LENGTH.
- C. Students may request a withdrawal from the instructor and receive a grade of "W" on or after the withdrawal date until a specified point in the semester. Withdrawal dates will vary by session and will be posted on each instructor's course syllabus.

Important Dates

- A. In order to receive a 100% refund, you must withdraw by June 3, 2022.
- B. The first day to withdraw from this class and receive a W is June 25, 2022.
- C. The last day to withdraw from this class and receive a W is July 8, 2022.

Friday, July 8, 2022 – Last day to withdraw from an 8-week MSVCC course.

GRADING

The grading scale for the course is:

A = 90%, B = 80%, C = 70%, D = 60%, F = Below 60% of total course points.

Total Points & Weight per Method of Evaluation:

400 Points – EIGHT CHAPTER TESTS 50 Points Each (40%)

60 Points – BUSINESS SIMULATIONS (5%)

100 Points – BUSINESS CAREER PRESENTATION (10%)

50 Points – COMPREHENSIVE ASSIGNMENTS (5%)

150 Points – STOCK MARKET GAME (15%)

250 Points – PROCTORED FINAL EXAM (25%)

1010 Total course points

We will complete the course with 1,000 total points after the lowest Business Simulation assignment is dropped from the average.

ACADEMIC HONESTY

Academic Misconduct-Scholastic dishonesty will not be tolerated. You are expected to complete all work for the course on your own. You may assist your classmates or receive assistance with regard to understanding the material, questions, or any other class assignments but you must answer all questions, quizzes, etc. on your own.

MSVCC Academic Honesty Policy

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students; therefore, each student is expected to accomplish his/her own work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

- plagiarizing from any source
- cheating in any manner on tests, papers, reports, etc.
- turning in work as their own when, in fact, it was not their work
- improperly using technology
- stealing, buying, or selling course materials
- either impersonating another student during a test or having another person assume ones identity during a test
- deliberately conveying false or misleading information

When academic misconduct has occurred, the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor's institutional policy. This may include failure of the assignment, failure of the course, or dismissal from the institution.

Jones College

Please refer to the Code of Conduct found in the Student Handbook -
<http://www.jcjc.edu/studentpolicies/>

PREREQUISITES

None

STATEMENT OF NON-DISCRIMINATION AND ADA STATEMENT

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Brenay Weems, ADA Coordinator, Student Affairs, phone 601-477-2673; email ADACoordinator@jcjc.edu and (Title IX) Ashley Holifield, Title IX Coordinator, Hutcheson-Hubbard Administration Building, phone 601-477-4899; email ashley.holifield@jcjc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.