

Moberly Area Community College Common Syllabus

BUS100 - Introduction to Business Current Term

Instructor:

Office Number:

Office Hours:

Response Time: I typically respond to student emails within 24 hours, Monday through Friday.

Contact Information:

Classroom number:

Section number(s):

Class days and time:

Catalog Description: BUS100 Introduction to Business (3-0-3)

This is a survey course designed to provide students with general knowledge of the business world. Topics include economics, management, marketing, accounting, computer information systems, human resource management, finance, and risk management.

Prerequisite/Corequisite: None

Text: William Nickels, James McHugh, Susan McHugh, *Understanding Business w/Connect Card*, 2nd Edition, McGraw-Hill/Irwin Publisher, E-book (Contained within LMS)

The text is an eBook included in your Course Resource Fee.

Purpose of Course:

To introduce the student to the basic fundamentals of business and to the choices and possibilities the business world can offer as a career opportunity. Students should become familiar with the aspects of business for economic, social and personal reasons as business is the cornerstone of American society.

Course Objectives (CO):

1. For each student to gain an understanding of various areas of business concentration (i.e.: Accounting, Economics, Finance, Management and Marketing).
2. For each student to develop and understand a broad-based business vocabulary.
3. For each student to understand how the various aspects of business work together to form an effective organization.

Business Administration Program Assessment:

The Business Administration faculty continually strives to meet the needs of their students through program improvements. These improvements are a result of program assessments and the consultation and advisement of the Business Administration Advisory Committee. In addition to the

course assessments outlined in this syllabus, the objectives achieved in this course will also be an integral part of the Business Administration program assessment.

Statement to Connect Course with Institutional Student Level Outcomes:

In compliance with MACC’s Institutional Student Level Outcomes, the student who successfully completes this course will be able to meet the following institutional learning outcomes:

- **Communication:** Students will demonstrate the ability to communicate effectively through oral, written, or digital channels using the English language or quantitative or other symbolic systems. Students should be able to write and speak with thoughtfulness, clarity, coherence, and persuasiveness; read and listen critically; and select channels appropriate to the audience and message.

Course Content:

EVALUATION OF STUDENT LEARNING

Grade Scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59 and below

Evaluation:

(State the way learning objectives will be measured. They may be measured through, but not limited to, the following: objective and essay questions, papers, quizzes, oral presentations, class participation, small group work, and/or projects.)

Description of Major Assignment(s)/Project(s):

Per instructor

INSTRUCTOR POLICIES

Tardiness:

Per instructor’s policy

Make-up and late work:

Per instructor’s policy

Extra-Credit:

Per instructor’s policy

Schedule of Student Assignment and Activities:

(Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered.)

COLLEGEWIDE POLICIES:

All faculty and students need to be aware of collegewide policies and procedures. Statements on Academic Dishonesty, ADA, Attendance, Title IX, and other important collegewide policies can be accessed by clicking on the following: [Collegewide Policies in Student Resources](#).