The Cameron School of Business at University of St. Thomas

1. Course Information

Course Title: Introduction to Business

Course number: 1347  Course Sections: A (1704) Credit Hours: 3  Semester: Fall 2016

Prerequisites: None  Room #: Malloy 017

Days & hours: MW 1:40 – 2:55  Web page/Blackboard site: Blackboard – MGMT1347

2. Instructor Information

Name: Dr. John Story  Office location: Welder 226

Office phone: 713-525-2139  Office hours: M 3 – 5, W 11:30 – 1:30, or by appointment
Skype: John.Story91  Online – T TH 9 am – 11 am, Th 9 – 11 pm as needed, or e-mail for appointment.

Where to leave assignments: ALL assignments will be submitted in class or on Blackboard

Getting in touch with me:
1) E-mail storyjw@stthom.edu
2) E-mail johnwstory@gmail.com (use the stthom e-mail first)
3) Skype John.Story91
4) Cell phone 208-220-2631 – you may text or call, but this is meant for emergencies. This phone is typically on 24 hours and I may not be happy about late-night calls.

3. Course Catalog Description

This course serves as an introduction to the functions of Business. These Business functions are Accounting, Finance, Marketing, Business Ethics and Social Responsibility, Small Business and Entrepreneurship, Business Communication, Economics, International Business, Management, Management Information Systems, Distribution, and Operations.

4. Program Goals and Objectives:

When students complete the BBA program at the University of St. Thomas,

1. They will be able to communicate effectively.
   • Objective 1: Graduates will deliver a compelling oral presentation.
   • Objective 2: Graduates will demonstrate mastery of communication technology.
   • Objective 3: Graduates will write professional quality documents.

2. They will be adept at critical thinking.
   • Objective 1: Graduates will analyze problems in-depth.
   • Objective 2: Graduates will evaluate data thoroughly.
   • Objective 3: Graduates will present feasible solutions.

3. They will be able to work effectively in teams.
   • Objective 1: Graduates will work collectively towards team objectives.
   • Objective 2: Graduates will demonstrate professional interpersonal relations with other team members.

4. They will be ethical decision makers.
Objective 1: Graduates will identify the ethical issues implicit in a business situation.
Objective 2: Graduates will describe and use ethical frameworks applicable to business situations.
They will be knowledgeable about fundamental business issues and processes.

5. Course Learning Objectives

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

- Describe each of the major business functions. (Goal 5)
- Discuss the way in which the major functions of business relate to one another (Goal 2)
- Understand the role of effective communication, teamwork, and ethical decision-making in Business. (Goals 1, 3, and 4)

6. Texts, Readings, Materials

Required text: BUSN by Marce Kelly and Jim McGowen, 8th edition
(Earlier editions would probably be sufficient)

7. Instructional methods: This class will consist of lectures, class discussion, assignments, and projects. It is imperative that you read the text material before coming to class.

8. Technology

1) You must us Blackboard to retrieve and submit assignments.
2) You should have basic technology skills related to Microsoft Office.
3) You must use e-mail to receive messages from the professor.
4) You will need to have basic Internet search skills.

9. Course Tentative Schedule:

See the Blackboard site for the current, updated schedule

This schedule is subject to change as circumstances merit. Every effort will be made to give exams as scheduled.

10. Course Policies

- Attendance/lateness: Be on time! Arriving after class has begun counts as half an absence.
- Class Participation: Class participation is not only encouraged, it is required. In order to earn full credit for class participation, you must miss no more than three classes and must actively participate in class discussions.
- Exams: There will be two exams during the semester and a final exam.
- Quizzes: There will be occasional quizzes. I will drop your lowest quiz grade. If you are absent for a quiz, that will be the grade that is dropped.
- Make-up Exams: There are no makeup exams in this class. If you can document a legitimate emergency, you may miss one semester exam without a penalty. Optional exam times for the final exam will be offered only in the case of extreme emergency beyond the student’s control or in compliance with special accommodations. PLAN AHEAD to take the final at the scheduled time.
- Assignments: Most assignments will be assigned and submitted on Blackboard. Assignments due on Blackboard must be submitted by Blackboard, not by e-mail or in hard copy. If it is not in Blackboard, it effectively was not turned in. Late assignments may be accepted, at the professor’s discretion, and with a 30% penalty.
• Cell phones, electronic media: During lectures and exams: Turn off cell phones and similar devices and please avoid them during class. We all send the occasional text during a meeting, but extensive use of text or e-mail during class will reduce participation credit. Cell phone calculators are not permitted on exams. I-Pods and similar devices must be put away as well.
• Academic dishonesty will not be tolerated. Cheating will result in a grade of F for the class. Plagiarism may result in a grade of 0 for the assignment, 10% grade reduction, or F in the class, at the professor’s discretion. Coping and pasting material from the Internet into an assignment, without credit being given to the source, will result in a grade of F in the class.

11. Student Grading Processes:

Exams 50%
Assignments 25%
Quizzes 15%
Participation 10%

The grading scale below indicates the ranges for specific letter grades.

- A 93-100
- A- 90-92
- B+ 87-89
- B 83-86
- B- 80-82
- C+ 77-79
- C 73-76
- C- 70-72
- D+ 67-69
- D 65-66
- F <65

From the Student Handbook:
The description and interpretation of the letter grades is as follows:
- A, A- = Excellent (unusual and superior achievement)
- B+, B, B- = Good (above average, articulate achievement)
- C+, C = Satisfactory (average work)
- C-, D+, D = Passing (below standard)
- F = Failing

12. Other Items:

Tutorial Services: Students are encouraged to consult with tutors at the Tutorial Services Center when completing assignments for this course. Based on the instructor’s assessment of the student’s work, the student may be required to work with the tutors at the Center to improve the student’s skills.
The Cameron School of Business at University of St. Thomas

MISSION STATEMENT

The Cameron School of Business will serve students of diverse backgrounds, providing them the necessary professional skills for a changing global economy, and instilling in them a deep appreciation for ethical behavior as the hallmark of a successful and fulfilling business career. The Cameron School will provide its students a timely and comprehensive business curriculum, with opportunities for specialized study in major business fields. The faculty will provide quality teaching, as this is the core of our mission. As an extension of our teaching mission, the faculty will engage in scholarly activity and service to the University, the profession, and the community.

Academic Honesty Ethical conduct is essential to a community of scholars and students searching for truth. Anything less than total commitment to honesty and honorable conduct undermines the efforts of the entire community. Academic integrity lies at the very heart of any institution of higher learning. In the Cameron School of Business, students and faculty are expected to commit to a code that exemplifies each individual's honor and integrity. Any conduct that violates this standard and betrays the respect of others is a matter of grave concern and, accordingly, is deemed unacceptable.

Accommodations The University of St. Thomas abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of her or his disability." If you have a documented disability that may impact your performance in this class and for which you may require accommodations, you must be registered with and provide documentation of your disability to Counseling and Disability Services which is located on the second floor of Crooker Center. Contact Debby Jones or Rose Signorello at 713-525-6953 or 713-525-3162.