

**MONROE COMMUNITY COLLEGE
DEPARTMENT OF BUSINESS ADMINISTRATION/ECONOMICS
COURSE INFORMATION SHEET
SPRING 2017**

COURSE TITLE: BUS 135 SL1, Introduction to Business

INSTRUCTOR:

PHONE:

OFFICE:

OFFICE HOURS:

This course is an Online and asynchronous course using Blackboard. That means ALL of your work will be submitted online. Computer access and navigation skills are needed.

COURSE DESCRIPTION

The course description below is taken from the Monroe Community College Catalog and Student Handbook.

This course is designed to teach supervisors the concepts and skills they need to manage work and lead people in a diverse workforce. Its emphasis is on learning planning, problem-solving, communication, decision-making, and motivation skills through practical application of these concepts. It includes practice in dealing with hiring, training, performance appraisal, meeting and time management, as well as meeting government regulations for equal opportunity, safety, and health. *3 Credit hours*

COURSE LEARNING OUTCOMES

Students will learn to:

1. Apply communication skills to supervisory situations such as resolving conflict, documenting problems with employees, and training new workers.
2. Use the scientific method for solving problems and making decisions common to first line supervisors.
3. Explain how motivation theories are used to accomplish organization goals through supervisory tasks such as delegation, performance appraisal, counseling, and discipline.
4. Develop the ability to work as a member of a team through projects and case studies.
5. Relate current demographic trends to supervising workers who are increasingly diverse ethnically and culturally.
6. Understand how quality and customer focus apply to the planning, problem-solving, and interpersonal relationships of first line supervisors.

There are important *behavioral objectives* for this course as well. One of my goals for this course is to have us become a collegial community of learners who share ideas and resources with one another. This is an opportunity to learn the terminology supervisors use to work in their businesses, some you may already know and others will be new to you. Our common goal is for you to learn to understand supervision in ways that will make you a better manager and employee. Most of all, I hope you see developing supervisory skills as the fun and challenging part of the business world that it is and as a way to reach your personal goals. As a member of a learning community, I have the following behavioral objectives for participants in this course:

1. To use *Courtesy* in all communications

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2. To **prepare BEFORE** participating in projects, responding to questions, or starting assignments.
3. To participate thoughtfully and by "adding value" through your comments.

REQUIRED TEXTS: The readings for this course will come primarily from the text, **Supervision: Concepts and Skill-Building, 9th Ed, by Samuel Certo**, McGraw-Hill Irwin, 2016. The ISBN is: 9780077601461 for the text and web access. Website access is needed for the Assignments, LearnSmart, and Interactive Exercises which are required for this course. The text is **available at the MCC Bookstore**. **VERY IMPORTANT: Students purchasing course materials at booksellers other than the MCC Bookstore have been sold the wrong materials. You will need access to Web Content to do the assignments. The link to the website for registering using your code or purchasing the web access is available in Module 1.**

You may be asked to research and read additional materials available on the Web or in such current business periodicals as The Wall Street Journal, Business Week, or Fortune. You may also find it useful to purchase the Guide to Writing Research Papers in the MCC Bookstore or go to the Libraries link on the MCC homepage to get it free.

ACTIVITIES REQUIRED

If this is your first online course, I urge you VERY strongly to use the Blackboard tutorials at the top of the Learning Modules page to learn to navigate. You will not be allowed to proceed with the course if you do not complete all of the Icebreaker activities. That means you must show me that you are able to send me an email through the Message Center, take a quiz, submit an assignment, and participate in a Discussion.

The Gradebook

All LearnSmart, assignments, and Connect work MUST be submitted by YOU through the Assignments, Connect, or LearnSmart for it to register in the Gradebook. Do NOT send me work by e-mail.

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Evaluation and grading of your work in this class will be very similar to that of a campus taught course in that the more effort you put into it, the more you will learn. Students who participate regularly each week by completing all of the LearnSmart, Connect interactives, and all of the assignments and who communicate regularly throughout the course, generally do well. **Each module will require you to complete the LearnSmart and Connect for the chapters assigned that week, except for Module 4 which has 5 chapters. There are 3 Required Assignments in a folder at the top of the Course Modules section. You are required to complete ALL Three (3) Assignments** for the course. See the document on Course Materials and Text for more information.

Planning your time wisely is as important, if not more so, as in an on campus course. Late tests and assignments will not be accepted after the submission deadline has passed.

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DEADLINES are 8 AM on Mondays, as I know many of you will use the weekend to work. I encourage you to do the work during the week BEFORE the Due Date. Waiting until Sunday night to submit quizzes and assignments is NOT wise as the system could go down, be overloaded, or you could have a variety of other problems. **Late submissions will not be corrected, except for documented emergencies. If you have an emergency such as a severe illness or death in the family, send me an e-mail through the Message Center in the left side navigation menu.**

This course has special features that allow you to see your progress at every moment. Access is through the "My Grades" tab on the course homepage. The gradebook shows your current grade on work submitted so far. That means that if you continue to complete all work at your current level, your final grade will be at that level as well. Don't worry about the class average, as it is not an accurate reflection of who is currently in the course. Following your grades in the My Grades area of Bb is useful, but the final grade of record will be posted in Banner at the completion of the course. Your Final Grade will be based on 100 points and weighted as follows:

1. **30%--Average of the LearnSmart Grades for each chapter.** The goal for LS is for you to learn the material in the chapters and test your understanding of key concepts. LS focuses on the vocabulary and concepts of the chapters in the text using a "virtual flashcard". Do all of the chapters and **we will use 16** for your grade. **In other words, you get to drop your lowest Chapter LearnSmart grade.** I urge you to do LearnSmart for every chapter, so your best grades are the ones that count. The grade will be submitted automatically on the due date each week.

- a. **You can get 100% for LS for each chapter if you complete it before the due date.** That would be great! If you only complete part of the chapter by the due date, you only get that percentage.
- b. **You can't skip questions.** You must complete the question correctly before moving to the next concept. You will be given similar questions until you are able to answer correctly with confidence that you know it. You can choose to click the "Read About This" button to review the material.
- c. **Your grade will automatically go to My Grades in Blackboard on the due date.** You are also able to go back and review.

2. **45%-- Assignments-** The goal for these assignments is for you to apply what you've learned in the chapters to analyze and resolve supervision problems. **These three assignments are required, each worth 15% of your final grade.** The questions may have more than one part, so be sure to answer all of the parts. **Think of them as a formal "structured" paper to be written, but number your answers to correspond to the questions.** That means you use correct grammar, spelling, and punctuation and cite reference sources using the MLA format for quotes, statistics, and the use of others' ideas. Be sure to read the General Assignment Instructions for requirements. Remember, this course will be on your transcript as Writing Intensive and it is! Read and carefully edit your assignments. Reading additional references will help frame your assignment responses, add to your knowledge, and improve your grade. **Do NOT use Wikipedia as a reference. It is not reliable. Go to the Assignments folder for instructions on submitting your assignments.**

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3. **25%--Connect Interactives-** These exercises are found on the publisher's website using the link in the Course Content area for each chapter. There are 2-3 interactive exercises required for each chapter in the Modules. They may be video cases, or drag 'n'drops, or timelines. You will have 3 attempts at each exercise, Connect will give you only those with wrong answers to re-work, and you can check each item twice to see if it was right or wrong. You won't see the correct answer, but you will see if you got it wrong. **The program will automatically take your highest grade for that exercise after the due date. After the Due Date for the Chapter**, you will see your score and the correct answers. The average of all of the exercises you do will be added to the Gradebook.

4. You must complete the Icebreaker activities to enter the course.

ATTENDANCE AND WITHDRAWAL POLICY:

Non-participation in the course for one (1) week may result in my initiating your Withdrawal from the course. If there are extenuating circumstances, you MUST contact me as soon as you are able to explain your absence and provide documentation if requested. If you choose to Withdraw from the Course, it is your responsibility to file the appropriate Course Withdrawal Forms prior to the date for doing so. Failure to file a withdraw form by the deadline may result in an F for the course. Please consult the Counseling Center if you are on Financial Aid and plan to withdraw.

As there is a Group Project in the course, it will affect your colleagues if you choose to Withdraw. Please notify me by e-mail if you do withdraw, so I can inform your group. Lack of participation for more than two weeks may lead to a Faculty Initiated Withdrawal.

GRADE RANGES

You can see from the weights given each component of the course that Tests and Assignments are important. They will comprise most of your final grade. It is very important to complete ALL of the components of the grade. This is a course where maintaining a steady effort throughout the semester is crucial to getting a good grade.

Grades will be assigned using the following scale:

A= 93-100 = 4.0

A-=90-92=3.7

B+=87-89=3.3

B = 83-86=3.0

B-=80-82=2.7

C+=77-79=2.3

C=73-76=2.0

C-=70-72=1.7

D+=67-69=1.3

D=63-66=1.0

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D>=60-62=.7

F=Below 60=0

Monroe Community College has a number of Learning Centers at Brighton (for example, Accounting, Math, Psychology, Writing, the Electronic Learning Center, etc.) and at Damon (for example, the Integrated Learning Center, Electronic Learning Center, etc.). Learning centers are staffed with instructional personnel and may be equipped with computers and software to assist students. It is recommended that students use the Learning Centers to get additional help with concepts learned in the classroom and with their homework. Please refer to your MCC student email to review your referral and objectives for your use of the Learning Center(s).

ACADEMIC HONESTY

Any deviation from honesty will be dealt with as described in the academic honesty policy stated in the current student handbook and calendar. Violations of this policy will bring severe penalties. Cheating is a betrayal of the trust on which the learning community is based and is poor training for a position in management. It is an insult to all colleagues, students and teachers, who are honestly engaged in the pursuit of knowledge.

EMERGENCY CLOSINGS

If the college is closed due to inclement weather or some other emergency, all Rochester area radio and television stations will be notified no later than 5:30 AM. You may also check the MCC Homepage (www.Monroecc.edu). It will display a message indicating the college is closed. Please do not call the College to avoid overloading the telephone lines. Class Cancellation information is available daily. Go to the MCC website (www.Monroecc.edu) and under the "Quick Links" window on the homepage, click on "Class Cancellations" or call 292-2066.

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SPRING SCHEDULE

Print this document !!! REFER TO THIS DOCUMENT ON A DAILY/WEEKLY (MAYBE HOURLY?) BASIS! POST IT IN YOUR WORK SPACE!! ALL OF THE COURSE REQUIREMENT DUE DATES ARE LISTED HERE!!

WRITE THE DUE DATES FOR ASSIGNMENTS, CONNECT, & LEARNSMART ON A CALENDAR YOU USE DAILY!! THE ENTIRE COURSE IS OPEN TO YOU FROM PREVIEW WEEK. YOU SHOULD PLAN TO WORK AHEAD. REMEMBER THAT ONCE THE DUE DATE IS REACHED, YOU WILL NOT BE ABLE TO SUBMIT YOUR WORK UNLESS IT IS A DOCUMENTED EMERGENCY. Contact me as soon as you are able about emergency situations.

ALL LEARNSMART, CONNECT, AND WRITING ASSIGNMENTS ARE DUE AT 8 AM ON THE DUE DATE. IF YOU MISS THE DUE DATE, YOU MAY BE ABLE TO SEE THE LS AND CONNECT EXERCISES, BUT NO GRADE WILL BE RECORDED. YOU WILL BE ABLE TO SUBMIT ASSIGNMENTS, BUT THEY WILL NOT BE GRADED UNLESS IT IS AN EMERGENCY.

Do you have a plan if you have a technical problem? If your computer crashes, or if your Internet connection fails - these events do not excuse you from your course responsibilities. You can access this online course from any computer that has an Internet connection. *I suggest that you refer to your technology contingency plan for such events.* If you ever have a technical problem connecting to your course, submitting work to your course, or any other course-related issue, call the SLN Student Helpdesk at (800) 875-6269. **If** the problem is with the SLN system, you will be granted a time extension for submitting assignments affected by the problem. However, if you do not report the problem to SLN, no time extension will be granted. For technical problems with Connect or Learnsmart, call 1-800-331-5094. *Wise* students submit their work during SLN and Connect Help Desk hours.

Topics/Activities	Start	End	Assignments Due
<p><u>PREVIEW WEEK: Do the Blackboard Tutorials!</u> Read ALL Course Orientation & Syllabus documents. These are important reference tools about the "rules of the game". If you want to succeed in the course, you must know the requirements.</p>			<p><u>READ ALL OF THE COURSE INFO DOCS!! DO ICEBREAKER QUIZ TO ACCESS THE COURSE CONTENT MODULES ICEBREAKER QUIZ DUE AT 8 AM</u></p>

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<p>MODULE 1 READ: Chapters 1-4 Read each chapter, then do LearnSmart (LS) and Connect exercises for each before the due date</p> <p>DUE: -Assignment 1</p>			<p>Due Dates: (8 AM) Due: Ch 1 LS & Connect Due: Ch 2 LS & Connect Due: Ch 3 & 4 LS and Connect Due-Assignment 1</p>
<p>MODULE 2 READ: Chapters 5-8 Read each chapter, then do LearnSmart (LS) and Connect exercises for each before the due date</p>			<p>Due Dates:(8 AM) Due: Ch 5 LS & Connect Due: Ch 6 LS & Connect Due: Ch 7 & 8 LS and Connect</p>
<p>MODULE 3 READ: Chapters 9-12 Read each chapter, then do LearnSmart (LS) and Connect exercises for each before the due date</p> <p>DUE: Assignment 2</p>			<p>Due Dates:(8 AM) Due: Ch 9 LS & Connect Due: Ch 10 LS & Connect Due: Ch 11 & 12 LS and Connect</p> <p>DUE: Assignment 2</p>
<p>MODULE 4</p> <p>READ: Ch. 13,14,15, 16 & 17 Read each chapter, then do LearnSmart (LS) and Connect</p>			<p>Due Dates:(8 AM) Due: Ch 13 LS & Connect Due: Ch 14 LS & Connect Due: Ch 15 LS and Connect</p>

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exercises for each before the due date			Due:: Ch. 16 & 17 LS and Connect DUE: Assignment 3
DUE: Assignment 3			