

KENT STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION

EXPLORING BUSINESS (BUS 10123)

SYLLABUS – FALL 2014

8/12/2014

<u>Tuesday and Thursday</u> 10123 003 CRN 12185 10123 004 CRN 12186 10123 002 CRN 12184	9:15-10:30 11:00-12:15 12:30-1:45	Bowman 137 Bus Admin Bldg, Room 200 Van Deusen Hall 114
Instructor	Laura Damiano	
Office	438 College of Business Admin Bldg 4 th Floor	
Contact Information and Office Hours	Laura Damiano ldamiano@kent.edu 438 College of Bus. Bldg.	Tuesday and Thursday 2-3pm TBA
Text	<u>M: Business, 3rd Edition</u> Ferrell, Hirt, Ferrell E Book-purchase on line-must use link provided on blackboard Special purchase on-line through Learn 9.1 TECH SUPPORT 1-800-331-5094 <u>The Wall Street Journal</u> , daily periodical Details on blackboard.	

Exploring Business - Class Information

Course Objectives

- Understand what is a business and how it functions verses a not-for-profit or government entity
- Understand business and its impact and role in society
- Enhance critical thinking and problem solving skills
- Build foundation for subsequent business course work
- Recognize importance of current events
- Recognize effect that politics and government has on business

Teaching Format

Class time will focus on practical application and reinforcement of the text material. This will be accomplished through use of lectures, discussions, PowerPoint presentations, videos, guest speakers, and online demonstrations.

Expectations

All students are expected to:

- Attend class
- Arrive for class on-time
- Not cause disruptions during class
- Participate in class discussions
- Read and all assignments before class
- Submit homework assignments by the assigned due dates – No Exceptions
- Conduct themselves as a business professional

Grading

A maximum of 300 points are available. Final grades will be determined based on the following point distribution:

<u>Grade</u>	<u>Points</u>
• A	270 - 300
• B	240 - 269
• C	210 - 239
• D	180 - 209
• F	179 and below

Performance Measurement

Final grades will be determined based on your performance on writing assignments, general assignments, tests and a final exam. The following point values are available for each element:

- **Assignments** – Total points available 150
- **Tests** – 2 tests - Total points available 50 (25 points each)
- **Final Exam**: 100 points

Note: Mid-Term grade will be based on approximately 85 points.

Tests and Final Exam

All exams will be administered in the computer lab located on the 2nd floor of the College of Business Administration Building, Room A226 utilizing Blackboard/connect. Students must check in with the Proctor, show his/her student id or other acceptable photo id before being allowed to take the exam. Students must know their flashline password.

Test dates will be announced in class with days and times. No make- up assignments or exams will be permitted except in the event of a documented student hospitalization or death of an immediate family member. Any exam taken after the prescribed exam periods is subject to a minimum markdown of 20%. **No materials of any kind are permitted during an exam including translation dictionaries.**

For all courses with proctored exams, include the following information:

The computer lab makes every possible effort to manage the proctoring testing in an efficient and effective manner, and to provide excellent service to all students. You are advised, however, that the College of Business computer labs are not responsible for 'acts of nature' or other external situations that may cause delays in test taking (*power outages, traffic jams, snow days, network problems, etc...*). Also, you are advised that there can be a line of students waiting to take proctored exams in the computer lab during peak hours. In these situations, students arriving for their exam will be required to wait for a seat. **The computer lab will maintain posted hours, and will not extend their hours to accommodate students in lengthy lines.**

Students who are making commitments or purchases (such as non-refundable plane tickets) are responsible to decide when to take their proctored exam (within the allowed time frame), and they should exercise good judgment by allowing an appropriate amount of time to complete their exam. Conflicts and delays can and do occur. If unanticipated delays in completing a proctored exam occur in the computer lab that results in a conflict with another commitment the student made, the student is solely responsible for the consequences of their decision to take the exam at the time they chose.

The following list of College of Business computer lab rules are strictly enforced for every proctored exam in the College of Business Administration computer labs:

- A current KSU ID is required for identification before an exam can be administered.
- Students taking proctored exams may NOT leave the room until their exam is finished; there are no bathroom breaks.
- No cell phones shall be visible or checked during a proctored exam.
- No headsets of any kind may be worn during a proctored exam.
- No electronic translators will be allowed during a proctored exam. A paperback dictionary may be used for international students only.
- No proctored test can begin when there is one hour or less remaining in the lab hours for the day.
- No outside calculators or other electronic devices may be used when taking a proctored exam in the College of Business computer labs.
- No outside websites can be accessed during a proctored exam. Students taking exams that are 'open book, open note' must have printed any reference materials PRIOR to starting their exam – online reference is NOT permitted during a proctored exam.
- Students arriving for a proctored exam must WAIT TO BE SEATED for the exam by the proctor. Students are not permitted to choose their own seat for a proctored exam. The lab proctor will assign seats for exams to ensure the best use of the lab resources while maintaining a secure testing environment.
- Security cameras are installed in the College of Business computer labs. All students taking proctored exams will be recorded on video. Any issues regarding student compliance with the computer lab rules during a proctored exam will be verified against the video that is captured.

Communication

Students are encouraged to communicate with the professor, graduate assistant or administrative assistant in person, by phone or email. ***However, information provided in class will not be repeated.***

- **Email:** Please allow 36 hours for a response-preferred method of communication.
- **Office Hours:** Appointments are encouraged and will be given preference to students who “drop-in” during posted office hours.

Important Policies

1. **Registration:** Students have the responsibility to ensure they are properly enrolled in class. Review your official class schedule (using Student Tools/Flashline) during the first two weeks of the semester to check your registration. Should you find an error go immediately to your advising office. If registration errors are not corrected and you continue to attend a class for which you are not enrolled, you will not receive a grade or credit for the class.

You may not attend a section of Exploring Business for which you are not officially enrolled.

2. **Students with Disabilities:** University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit <http://www.registrars.kent.edu/disability/> for more information on registration procedures).
3. **Honesty:** Cheating means to misrepresent the source, nature or other conditions of your academic work so as to get undeserved credit. In addition, it is considered cheating when one cooperates with someone else in any such misrepresentation. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University’s policy that cheating or plagiarism will result in a failing grade for the work or the class. Repeat offenses result in dismissal from the University.
4. **Last Day to Withdraw:** The last day to withdraw from this class is November 2, 2014.
5. **Students with Test Taking Difficulties:** Contact the Academic Success Center in the Michael Schwartz Center, Room 207. The phone number is 330-672-3190
6. **Excused Absence for University Sponsored Activities:** Documentation must be presented for signature of Professor Damiano prior to the excused absence date. A copy of the documentation must be left with Professor Damiano or in her office with the Graduate Assistant.
7. **Syllabus Changes:** Instructors reserve the right to change the syllabus or attached Class Schedule upon providing verbal notice in class, via email, and/or posting an updated version on the class site in Vista. Check to make sure you have the most up to date version by checking the date at the top.

Week	Tuesday Class	Thursday Class	Other/Information
1 Aug 26/28	Introduction to the Course/	Intro to Connect and the <u>WSJ</u>	Purchase book and <u>WSJ</u> .
2 Sept 2/4	Chapter 1-Bus/Econ	Chapter 2 - Ethics	
3 Sept 9/11	Chapter 3 International Business	Chapter 4 Organizing Business	Assignment #1 Due 5pm Friday
4 Sept 16/18	Chapter 5 Small Business	Entrepreneurship	Assignment #2 Due 5pm Friday
5 Sept 23/25	Chapter 6-Management	Chapter 7 Organ/Teams/Com	Assignment #3 Due 5pm Friday
6 Sep 30/Oct 2	Chapter 8 Operations Management	Management	Assignment #4 Due 5pm Friday
7 Oct 7/9	Review 1-8	Test 1-8 NO CLASS	Test/Bus Computer Lab Tuesday-Friday
8 Oct 14/16	Chapter 9-Motivating the Workforce	Chapter 10-Managing Human Resources	Assignment #5 Due 5pm Friday MID-TERM GRADES
9 Oct 21/23	Chapter 11-Customer Driven Marketing	Chapter 12-Marketing Strategy	Assignment #6 Due 5pm Friday
10 Oct 28/30	Marketing	Marketing	Assignment #7 Due 5pm Friday
11 Nov 4/6	Review 9-13	Test 9-13 NO CLASS	Test/Bus Computer Lab Tuesday-Friday
12 Nov 11/13	Holiday	Chapter 14-Accounting and Financial Statements	Assignment #8 Due 5pm Friday
13 Nov 18/20	Chapter 15-Money and the Financial System	Chapter 16- Financial Management	Assignment #9 Due 5pm Friday
14 Nov 25/27	Financial Management	Thanksgiving Holiday	Assignment #10 Due 5pm Friday

<div>15</div> <div>Dec 2/4</div>	Review for Final	Review for final	
<div>16</div> <div>Dec 8-14</div>	<div>FINAL EXAM</div> <div>College of Business Computer Lab</div>		