CASPER COLLEGE COURSE SYLLABUS  
(BADM 1000-01 Introduction to Business)  
(WEB ENHANCED CLASS)

Semester/Year  Fall 2015

Lecture Hours: 3  Lab Hours: 0  Credit Hours: 3

Class Time: 12:30-1:45  Days TU-TH  Room: BU 310

Instructor's Name: Joseph A. Simon

Instructor's Contact Information: BU 203  Office Phone: 268-2376  Email: jsimon@caspercollege.edu

| Office Hours: M W 10-11 and 1-2  TU TH 11-12:00  Friday office hours by appointment. |

Course Description: An orientation to the field of business: types of business organization, financing of businesses, marketing function, business environment.

Statement of Prerequisites: None

Goal: The goals of this course is to give students a general overview of the various areas of business, The knowledge required from this course can be useful in making career decisions and give the student insight into various areas of business.

Institutional Outcomes A student in this course will be able to:

1. Demonstrate effective oral and written communication
2. Solve problems using critical thinking and creativity
3. Demonstrate knowledge of diverse cultures and historical perspectives
4. Use appropriate technology and information to conduct research
5. Describe the value of personal, civic, and social responsibilities
6. Use quantitative analytical skills to evaluate and process numerical data

Program goals

- The School of Business and Industry provides students with the academic programs of general and specialized learning in preparation for responsible careers in the world of business.
- Students wishing to pursue a Bachelor's degree in Business can complete the first two years of a baccalaureate degree through Casper College by completing requirements for a degree in Business Administration or Pre-Law Business. The program provides students with the opportunity to transfer at junior standing to a four-year college or university.
- Business majors have the opportunity to pursue a top-quality two-year degree in Management,
Leadership, or Entrepreneurship that provides the skills and abilities to succeed in the business world upon graduation.

- This educational experience enables students to develop the expertise needed to function in a business environment and to develop an understanding of the social and economic forces shaping the future of the world’s economy.

Course Goals: The goals of this course are to give students a general overview of the various areas of business. The knowledge required from this course can be useful in making career decisions and give the student insight into various areas of business.

Outcomes: The student will have a general knowledge of the various aspects of business and its environments including:

1. The decision making process
2. The importance of entrepreneurship in starting a business
3. Proper use of technology in business in the 21st century
4. Human resource law, employee selection and employee development

Methodology: Class discussion, lecture, online discussions, cases/projects, in class activities, and tests

Evaluation Criteria:

CLASS PREPARATION ASSIGNMENTS
You will be required to complete 15 of 20 Class Preparation Assignments. These assignments will be over the materials covered in each chapter you will be required to complete the assignment and hand it in when you arrive in class on the date we start the chapter. Please bring two copies one to place on the table at the front of the room when you arrive and a copy for yourself so you can add additional notes, etc.

Each CPA is worth (10) points for a total of (150) points towards your final grade. You are only required to do 15 out of 20 to receive the total points.

TESTS
There will be four (4) tests over the textbook and lectures as shown on the attached assignment sheet. No make up exams will be given. No exams will be dropped. No deadlines will be extended. Each test is worth 150 points. Your tests will be taken online through the class Moodle site.

The tests can consist of true false, multiple choice, and short answer type questions.

DISCUSSIONS
There will be five (5) online discussion postings required for this class they will be posted on our
Moodle site. Each discussion is worth 30 points. **No make ups will be allowed and no deadlines will be extended.**

**IN CLASS ACTIVITIES**
There will be an additional (100) points of In class Activities. You must be present the day we complete these as no extensions can be given.

**ATTENDANCE**
If your attendance is sporadic I reserve the right to withdraw you from this course.

**GRADING**
Your final grade will be based on the percentage of total points you receive on tests, cases, and discussion questions.

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
<th>Points per Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests: 600=4</td>
<td>@ 150</td>
<td></td>
</tr>
<tr>
<td>CPA’S 150=15</td>
<td>@ 10</td>
<td></td>
</tr>
<tr>
<td>Discussions 150=5</td>
<td>@ 30</td>
<td></td>
</tr>
<tr>
<td>In Class Activities</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

1000 Total Points

- 90-100=A
- 80-89=B
- 70-79=C
- 60-69=D
- 59-0=F

There will be no curving of final grades. You will receive the grades which the calculations determine with no exceptions. A tenth of a point can separate one grade from another. In order to be fair to all students in this class, I cannot bend the rules for any individual, so please don’t ask me to.

It is my policy that grades will not be given over the phone. All spouses, parents, friends cannot request information on students grades.

Your grades will be posted in the course site in the grade book section. If you have a question about your standing in this class please make an appointment with me to discuss your progress.

**There will be no extra credit for this course. There will be no adding of extra points to or curving of final grades.**


**Class Policies:** Last Date to Change to Audit Status or to Withdraw with a W Grade: November 12, 2015. **No extensions will be given on this date.**
Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head/program director, the dean, and lastly the vice president for academic affairs.

Academic Dishonesty: Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment with our Accommodative Services Counselor at 268-2557.

Course Schedule:

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>25</td>
<td>Introduction</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>September</td>
<td>01</td>
<td>Chapter 1</td>
</tr>
<tr>
<td></td>
<td>03</td>
<td>Chapter 2</td>
</tr>
<tr>
<td></td>
<td>08</td>
<td>Chapter 2</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Chapter 3</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Chapter 4</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>TEST 1 Chapters 1-4 ON LINE NO CLASS</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Chapter 5</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Chapter 5</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>October</td>
<td>01</td>
<td>Chapter 6</td>
</tr>
<tr>
<td></td>
<td>06</td>
<td>Chapter 6</td>
</tr>
<tr>
<td></td>
<td>08</td>
<td>Chapter 7</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Chapter 7</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>October 19-20</td>
<td>22</td>
<td>Chapter 8</td>
</tr>
</tbody>
</table>
October 27  TEST 2 Chapters 5-8 On LINE  No Class
29  Chapter 9

November 03  Chapter 10
05  Chapter 11
06  Advising day  No classes this day
06-13  Advising for Summer and Fall Semesters
Time to schedule an appointment with your advisor
10  Chapter 12
12  Chapter 12

Last day to change your status in a class to an audit or withdrawal is November 12
NO EXCEPTIONS

17  Exam 3 on line-Chapters 9 through 12  no class
19  Chapter 13
24  Chapter 14
26  No class-Thanksgiving Holiday

December 01  Chapter 14
03  Chapter 15
08  Chapter 16
10  Chapter 17

Final Exam  TBA

DATES TO REMEMBER

Class Begins  August 25, 2015

Discussions

Discussion 1  September 3  Thursday
Discussion 2  September 22  Tuesday
Discussion 3  October 13  Tuesday
Discussion 4  November 10  Tuesday
Discussion 5  December 8  Tuesday

Your discussion will open on the above dates at Noon. Your response is due the next Tuesday or Thursday (7 days later) by noon to receive credit. No credit will be allowed for late submissions. More information will be provided before discussion 1 opens.
Tests

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>September 17</td>
</tr>
<tr>
<td>Test 2</td>
<td>October 27</td>
</tr>
<tr>
<td>Test 3</td>
<td>November 17</td>
</tr>
<tr>
<td>Test 4</td>
<td>Final exam TBA</td>
</tr>
</tbody>
</table>

The test will open at 8am on the date posted and close at 11:55pm or 23:55 on the date posted.

The chapters covered on each test are posted on the class home page where you will see the icons for the tests close to the top of the page.

More information will follow before the first test about online testing, etc.

**PLEASE NOTE:** The test runs on the Moodle time clock not yours or mine so please keep that in mind if you are one of those who like to do things at the last minute. It is also runs on the Mountain Time Zone.