Professor: Len Kornblau

E-mail: lkornblau@valenciacollege.edu

Common Course Number: GEB 1011

CRN: 30645, Summer 2021

Course Title: Introduction to Business

Class Times: May 10, 2021 - August 2, 2021

Location: ONLINE

Discipline: Business

Catalog Description: This course covers the fundamentals of business organization and procedures to acquaint student with management, business terminology, organization and control of large and small business.

**REQUIRED** **Text**: Understanding Business **12/E**, by Nickels, McHugh & McHugh (McGraw Hill) and **CONNECT WEB ACCESS CODE (bundle)**

The ISBN is as follows:

ISBN: 9781260805864

**Other options may be available but both Text AND Connect Access Code are required.**

Course Learning Outcomes:

Objectives / Major Topics / Concepts/ Skills:

* To gain a general understanding of the business world, including the role of individuals within the firm as well as current issues such as competitiveness, ethics and globalization
* To develop a foundational understanding of the functional areas of business (finance, marketing, operations, accounting, human resource management, and information technology)
* To recognize and appreciate the inter-relationships among the functional areas of business
* To strengthen written and oral communication skills, teamwork skills and leadership abilities
* To learn how to use a case study approach to accomplish many of the above objectives

Important Dates:

Term Course May 10 through August 2, 2021

**Withdrawal deadline for W grade is 11:59 p.m. JULY 2, 2021.**

**Final Exam: Online anytime between JULY 22- JULY 29, 2021**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of (July 2, 2021) will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to: http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75.

Students are personally required to process their own withdrawal.

**NO-SHOW PROCEDURE**

**Any student who does not attend class or participate in online class by the No Show/drop/refund deadline for this course’s part of term will be withdrawn by the instructor as a no-show.  This will count as an attempt in the class, and students will be liable for tuition.  If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.**

**Participation/Attendance:**

The College believes that regular attendance (per instructor’s policy, stated below) and class participation are significant factors, which promote success in college. Students are expected to attend all classes in which they are enrolled (Policy 6Hx28:10-22). Each professor determines the specific attendance policy for his/her class, but attendance must be recorded for each student.” If a student does not regularly attend and participate in the class activities, the Instructor may drop the student from the class as a "W" at the professor's discretion.

If you do not access the course website or contact me letting me know of your absence for a period of seven (7) consecutive days, you will be contacted, and if there is no communication within 48 hours, you may be withdrawn from the course up until the withdraw deadline. After the withdraw deadline, students with an absence of more than 7 days will receive the final grade that is earned according to the course grading policy.

**Evaluation Process:**

Final Grades will be calculated as follows (Subject to Change):

Final Exam = 15%

Case Study = 20%

LearnSmart = 20%

Discussions = 30%

Connect Assignments = 15%

Total possible points = 100%

Grades: 90-100 pts. = A,

 80-89 pts. = B,

 70-79 pts. = C,

 60-69 pts. = D,

 Less than 60 pts. = F

**Grading/class policies:**

All chapter tests must be taken on dates assigned. No makeup tests are available without explicit consent from the Professor, which will only be granted in case of documented extreme emergency. Homework assignments and tests will **not** be accepted late.

Course Procedures:

1. Read assigned text chapters:

Reading the textbook is critical to learning the material. Not all chapter material will be covered in class, yet MAY appear on tests.

Check the Course Schedule to determine when chapters will be covered. Students should read complete chapters well before class periods.

2. Participate in Online Discussions:

Discussion Assignments are 20% of your grade and due dates are on Canvas. The purpose is to take what you have read and/or already know and apply that to situations businesses deal with daily.

Your responses should be a combination of text information, personal experience and use of Valencia College Library databases. **Using just a sentence or two to agree or disagree will get you few, if any points**. Input why you agree or disagree and use data or sources to support your claim. Better sources and detailed discussion/replies earn you a better score.

I will reply to postings on an ongoing basis to stimulate and provoke thoughts and learning. Agreeing or disagreeing with my posts does **not** affect your grade. Your support, or lack or support of those viewpoints, may!

3. Check Canvas and Valencia e-mail.

Students are responsible for the contents of all e-mail notifications and Canvas postings, content and notices or changes. Contact me using e-mail: lkornblau@valenciacollege.edu at any time!

**All assignments and due dates are on Canvas. I will post any changes on Canvas and add an Announcement as needed.**

4. Connect and LearnSmart assignments:

**Access these through Canvas (not through the publisher’s website)**. Click LearnSmart Chapter 1 and you will be asked to register with the Access Code you purchased. All Web based work (LearnSmart and Connect Quizzes) must be completed by deadline noted for each assignment. Note: LearnSmart assignments are SEPARATE from CONNECT QUIZZES. Together, these assignments count for 40% of the grade and serve as study guides for the Final Exam.

5. **Due dates are posted on Canvas**. Late assignments may not be accepted, and if accepted will earn fewer points than the maximum allocated.

\*\*\*Proofread and spell-check all your writing before submitting them to earn full participation points. \*\*\* Proper grammar, punctuation and spelling are essential components of business communication. Points will be deducted for errors with punctuation, spelling and proper grammar. These types of errors are not acceptable in business, so to help prepare you for the world of business, they will not be acceptable here.

6. **Case Study.** Choose a Case Study from the Files Tab on Canvas for this course. Read the case study and answer the questions noted within it. Use your experiences, the text AND the Valencia College Library Databases available through Atlas to support your answers.

**7. Final Exam.**

This will be taken online via LearnSmart/Connect. You may take it anytime between July 22 and July 29 but may take it only **ONCE. It must be completed by 11:59 PM on July 29, 2021.**

**There is NO makeup for the Final Exam and the Final Exam MUST be taken to pass the course.**

**Students with Disabilities:**

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the Instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

**Expected Student Conduct:**

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development or responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**Online Student Conduct:**

Please keep all communications professional and free of profanity, “fighting words”, etc. Please remember that it is impossible to read the emotions of the person writing or receiving information. While you may say something “in jest” others may not be able to interpret that. Avoid saying anything you don’t mean literally.

**Valencia I.D. Cards:**

Valencia I.D. cards are required in order to use the LRC, Testing Center, and IMC. Cards are free and can be obtained in the Student Development office.

**Academic Dishonesty:**

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. Students shall take special notice that the assignment of course grades is the responsibility of the student's individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties as determined by the professor. These penalties may include, but not be limited to, one or more of the following:

\* Loss of credit for an assignment, examination, or project;

\* Reduction in the course grade;

\* Or a grade of "F" in the course.

At the option of the professor, the appropriate administrator of the campus may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student. Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties that may include warning, probation, suspension, and/or expulsion from the college.

Disclaimer Statement: This syllabus and the course schedule may be altered, at the Professor’s discretion, during the course of the term. It is the responsibility of the student to make any changes mandated by changes in the syllabus and/or Course Schedule.