MONTGOMERY COLLEGE

Business, Economics, Accounting, Computer Applications,

and Hospitality Management Department – Rockville Campus

BSAD101 – Introduction to Business

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| Instructor: | John Coliton | Fall, 2017 – CRN 23567 |
| Office: | HU 251 (240-567-5139) | HU 132 – MW 2:00 – 3:15 p.m. |
| Office Hours: | Monday & Wednesday: 3:30 p.m. – 4:30 p.m. | |
|  | Tuesday & Thursday: 2:30 p.m. – 3:30 p.m. | |
|  | Friday: 10:30 a.m. – 11:30 a.m. | |
| Web: | <http://www.montgomerycollege.edu/~jcoliton/> | |
| Email: | [john.coliton@montgomerycollege.edu](mailto:john.coliton@montgomerycollege.edu) | |

General Course Information

Course Description

This course will examine business in the global marketplace. It will examine the fundamentals of the free economic enterprise system and the social forces affecting it. This course will examine the fundamental concepts and skills needed to make a business enterprise successful; it will also involve understanding the universal skill employees need in order to help make a business competitive in today’s society. It will discuss the global dimension of business and how it is evolving in the 21st century.

Course Outcomes:

Upon course completion, a student will be able to:

* explain the importance of entrepreneurship and intrapreneur to the growth and wealth of an economy.
* explain Capitalism and how free markets work particularly in regard to small businesses.
* explain the importance of human resource management and describe current issues in managing human resource.

Course Materials

The text is: Contemporary Business, by Boone & Kurtz, 17th Edition and is available in the bookstore. The ISBN is 978-1-119-33635-8 and is required for this class.

Important Dates

The last day to drop the class with a refund is: September 5, 2017

The last day to change to audit is: September 19, 2017

The last day to drop a class without a grade is: September 19, 2017

The last day to drop a class with a grade of “W” is: November 14, 2017

College-wide Policies and Procedures

Attendance Policy

“Students are expected to attend all class sessions. The instructor may drop the student from the class in cases involving excessive absences. ‘Excessive absences’ is defined as one more absence than the number of classes per week during a fall or spring semester,” 2014-2015 College Catalog – pages 58-59.

Withdrawal and Refund Policy

It is the student’s responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. For specific drop dates related to this course see the syllabus.

Audit

All students registered for audit are required to consult with the instructor before or during the first class session in which they are in audit status, and students are required to participate in all course activities unless otherwise agreed upon by the student and instructor at the time of consultation. Failure to consult with the instructor or to so participate may result in the grade of “W” being awarded. This action may be taken by the instructor by changing the “AU” to “W” before the drop with “W” date. t Policy