

**Introduction to Business**

**GEB 1011**

**COURSE SYLLABUS**

**TERM: Fall 2019**

**Dates of Class**: August 19, 2019 – December 9, 2019

**Delivery Method:** Classroom

**INSTRUCTOR:** Timothy Mimbs

**CONTACT: Office:** 386-754-4435 **Cell:** 386-288-4395

**Instructor Office:** Building 16, Room 102 from 8:00 a.m. to 4:00 p.m, Mon-Thur or by appointment

**Email:** timothy.mimbs@fgc.edu



**Text: BUSN 11th Edition.** Kelly/McGowen/Williams. Published by South-Western Cengage Learning. **ISBN-13:** **9781337407120**

**CREDIT HOURS, PREREQUISITES:**

3 hours, 3 credits. No pre-requisites.

**Course Description:** This is an overview course on all aspects of the world of business. There is a strong emphasis on current trends: changes in technology, organizational and competitive structure, and in the social, economic and political environments. As such, it is suggested that students read a daily newspaper and current business publications. Class discussions will demonstrate your ability to synthesize information obtained from the text and the media.

## Course Objectives:

1. To define what business does and the role of business in the economy.
2. To describe today’s business environment, for profit and not for profit organizations.
3. To learn the core function of production and how they affect the economy.
4. To learn business trends that affect career choices.
5. To learn what basic accounting functions are and why it is important for businesses to follow them.

**Internet Requirement: This is an onsite course with Online portions. IT IS NOT** an independent study course. If your computer and internet are not reliable, don’t register for this course (unless you plan to use school computers regularly). Your participation is required each and every week. Further, students are required to have an active e-mail address in order to communicate with the professor. All work include the final project will be submitted online in Canvas.

If you do not have access to a computer at home, there are computer labs on campus, at the campus library, at the public libraries, and in the distance learning centers. All students will be assigned a college email account and you MUST remember to check it at least twice weekly. I frequently send out emails to remind you what’s happening on campus and in our class.

## Internet/Technology use policy:

As a student at Florida Gateway College, you will be given access to wireless internet. Wireless Internet privileges are to be used for academic purposes only while in the classroom setting. Throughout this course, you will be asked to use technology, as well as the internet.

**Accessing Canvas**: Go to [www.fgc.edu](http://www.fgc.edu/) and click on MyCourses in the top middle header.

**Participation requirements for this class**: Your participation is required each week for this class. Weekly discussions and interactions with the class are important for your learning and comprehensions. If weekly discussions are at a high level, then the discussions *may* take the place of weekly assignments.

**Something to make note of: Add drop ends August 23th**. If you have not attended class, you will be dropped from the course.

## Learning Outcomes: After completing this course, you should be able to

1. Describe the U.S. business environment, including legal aspects and the community interface.
2. Describe the major forms of business ownership.
3. Explain the key aspects of managing a business, including communication and information management.
4. Explain how businesses market their products and services.
5. Discuss how businesses account for their finances and report financial information to the public.
6. Explain the role of money and banks in our economy, and describe how businesses manage their finances and obtain funds in the securities markets.
7. Discuss risk and insurance.
8. Describe some aspects of international business.
9. Make some predictions about the future of business.
10. Make a well-informed decision about your college major and a possible business career.

## How this class is designed:

This textbook is divided into 5 modules. Each section will include several chapters.

Module 1: Chapters 1-5

Module 2: Chapters 6 and 7

Module 3: Chapters 8, 9, and 10

Module 4: Chapters 11, 12, and 13

Module 5: Chapters 14, 15, 16, and 17

**Other Important Dates:**

August 19                   Class begins

August 19-23              Add/Drop with no penalties

September 2               Labor Day

November 11               Veterans Day

November 6                 Last day for withdrawal

October 18                  Fall graduation application due

December 9              Term ends

**Project: A final project is required for this course and counts as 20% of your grade**. The project will utilize an assigned template for a business plan. The details of the project will be handed out in class and will be posted in Canvas.

### **ONLINE ACCESS:** The use of Canvas for posting assignments and class slides give students access to their classes 24 hours a day, seven days a week. Once logged in, students are able to view their syllabus, course documents, assignments, and materials. Assignments are turned in electronically. Most tests will be taken online.

Student responsibilities include, but are not limited to:

1. Reading the assigned materials
2. Completing assigned exercises
3. Completion of all reading assignments and exercises
4. Having a good working computer and a valid email address
5. Paying attention to due dates for assignments and tests
6. Login to the course regularly to receive course updates and announcements

[Canvas Support Hotline](https://fgc.instructure.com/courses/1389/assignments/syllabus)

(844) 802-6783

**Using your textbook**: Your online access card give you a virtual workbook. There are self- tests of each chapter’s key concepts and the vocabulary. (Try taking them first without looking at the answers). These are a great way to see if you learned what you needed from the chapter. On the book’s website, under “Computer Lab”, you will find web links for each chapter which may give you additional info.

**Exams:** There will be an exam at the end of each section. Expect 25 - 50 multiple choice questions with some essays thrown in to test your application of the concepts.

There are also assignments for each section. I will post at the beginning of each week what is due for the week.

## Grading Point System Grading Scale

### 90 – 100 A

87 – 89 B+

80 – 86 B

77 – 79 C+

70 – 76 C

67 – 69 D+

60 – 66 D

59 & below F

**Grading Criteria:**

|  |  |
| --- | --- |
| Exams | 30% |
| Discussions | 20% |
| Assignments | 30% |
| Project | 20% |

**Contact:** If you have questions about the class, you can ask questions via email or post your question in Canvas. One of your classmates may have the same question. I will get back to you as soon as possible.

1. **mailing the professor:** CLEARLY identify yourself, such as Colleen Davis,

GEB 1011 or Colleen Davis Intro to Business, and your topic. I will get back to you as quickly as I can. Use the subject line to tell me the topic.

## See the Academic Calendar for important dates such as last date for withdrawal, final exam dates and end of term.

**DO NOT PUSH YOUR LUCK.** If you wait until the last minute to complete your work and you have a hurricane, your computer crashes, your dog bites you, you submit the test but the server doesn’t send it for 15 minutes and it’s too late by then, you have a family emergency etc., etc., in other words, no excuses. Procrastinators walk a dangerous line………. If you begin the test near your midnight deadline, chances are that it won’t get through the various servers in time and you will end up with a poor score, or, for quizzes, a zero. (We operate by my clock, not yours). The schedule is posted well in advance. Keep in mind this a business course and this is to prepare you for the professional world, so communication is key (hint, hint).

## OFFICIAL COLLEGE POLICIES

**The Student Success Center (SSC)**

The Student Success Center is located in Building 059. SSC offers a variety of resources for students and faculty.  The Success Center has over 60 computers with internet and limited free printing for students.  Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the Success Center.  Students may submit academic papers to be reviewed by an in-house tutor by emailing to college.success@fgc.edu. Tutoring for other subjects such as Chemistry, Accounting, Anatomy and Physiology, Physics, Spanish, and Public Speaking is available.  Please stop by Building 059 for the current tutor schedule.  The center also provides space for students to study in subject specific Learning Groups, which provide opportunities for students to work with a Tutor on particular competencies and to focus on strengthening their foundational skills. Proctored tests are available in the SSC by instructor approval only.  SSC offers a PERT preparation Boot Camp for students to strengthen their skills with a personalized study plan.  If you have any questions please call (386)754-4479 or 754-4413, or email sandi.tomlinson@fgc.edu.

SSC also provides 24 hour online tutor services through Tutor.com.  This service is accessed directly through students’ Canvas courses. Online tutoring is limited to five hours per student per semester. If additional online tutoring time is needed, you must contact Robert Dawson in the Student Success Center by email: robert.dawsonjr@fgc.edu. Extensions will be granted on a case-by-case review of online tutoring sessions.

The TRiO program is also housed in the Student Success Center offering coaching to enhance, navigate, and simplify the college experience.  Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

The SSC is open during the following hours:

* Monday – Thursday       8 am to 6 pm (All year)
* Friday                  9 am to 4:30 pm (Fall/Spring)
* Saturday                 10 am to 2 pm (Fall/Spring)

If you have any questions, you may contact the center by phone at (386)754-4437, 754-4305, or 754-4307, or by email at robert.dawsonjr@fgc.edu

**GradesFirst**

The Student Success Center, located in Bldg. 59, offers early alert to the entire campus through GradesFirst/EAB. Twice during the semester we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your Academic Advisor, and the Student Success Center. Your instructor’s information is provided in the email.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the Student Success Center is to help encourage and promote your educational journey here at FGC and beyond.

**Resource Information**

If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health.** If you would like to speak to a Counselor over the phone, please call **(800) 878-5470**.  It is a safe and secure way to get short-term counseling (up to 3 sessions) on issues including: managing stress/ school, work or life issues/ relationship issues/ family concerns/ anxiety, depression/ grief, trauma, loss/ self-esteem/ substance abuse. **Counseling sessions are completely confidential.** If you are in the need of additional resources please contact the Director of Student Life, Building 7.

**Academic Appeal; Grievances; General Complaint**

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college’s website ([www.fgc.edu](http://www.fgc.edu)) for more information. Under Student Resources and Student Complaints/Appeals, information regarding policy, procedure, and forms related to these topics is provided.

**College Course Withdrawal and Drop Process**

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from class by the appropriate published date (see [Academic Calendar](https://www.fgc.edu/students/academic-resources/academic-calendar/)). Students, who have not been identified by their instructor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published dates will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

A course may be dropped only during the published add/drop period. The student may drop the course online through MyFGC or by submitting a form through the office of Enrollment Services. Dual Enrollment students should follow the established dual enrollment drop process.

To withdraw from a course, the student must complete the following before the published withdrawal deadline:

1. Complete the Withdrawal form and submit it to your instructor. The instructor should sign the form and fill in the last date of attendance.
2. The student must then meet with an academic advisor, who will sign the form. (Advising Services, Building 014).
3. Submit the form to the Director of Financial Aid or one of the Director’s designees for signature.
4. Take the signed Withdrawal form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Students, who take courses off campus or have extenuating circumstances that prevent submission of Withdrawal form in person, must:

1. Obtain the instructor's authorization and last date of attendance via email
2. Email the advisor a statement requesting a withdrawal from the course and include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

It is the student's responsibility to ensure that the required documents are submitted to the advisor prior to the designated withdrawal deadline and to understand all financial and academic implications of the withdrawal.  Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from his/her instructor.

**Academic Honesty**

Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook.

**Equity and Diversity**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, executive director of human resources, 149 SE College Place, Lake City, FL  32025, and may be reached at (386) 754-4313.

**Disability Statement**

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the Accessibility Services Office to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent each semester to their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 14, Room 102
Phone: (386) 754-4393
Email: disability.services@fgc.edu

**FERPA Statement**

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records.  This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the College Web site.

**SACSCOC Statement**

Florida Gateway College is accredited by the Southern Association of Colleges and School Commission on Colleges to award the baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College.