Course Information:

Course Title: Introduction to Business
Credits: 3
Class Hours: 3

Course Description:
An introduction to the private enterprise system. Topics covered include forms of business organizations, business finance, human resource management, production, entrepreneurship, business ethics, marketing, and the changing business environment.

Instructor Information:

Name:
Email:
Office Phone:
Office Location:
Office Hours:

Required Textbook(s) & Other Materials:


Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu.
Course Outcomes:
Course outcomes may be pursued through a combination of lecture, class discussion, student presentations of selected cases or topics, and written assignments. Students will participate in activities designed to enhance their abilities in communication, critical thinking, and problem solving.

Upon successful completion of this course, students should be able to:
- Describe various business system components.
- Discuss US business in relation to the changing global environment.
- Explain the advantages, disadvantages, challenges, and opportunities of the major forms of business.
- Review the role of management, human resource management, and production and operations management in the business environment.
- Review the role of marketing in a global environment.
- Discuss the key principles of the management of business financial resources.

Course Competencies:
The following are detailed course competencies intended to support the course outcomes:
- Examine the changing environments affecting businesses both domestically and globally.
- Describe basic global and domestic economic systems and trends.
- Identify ethical and social responsibilities of businesses.
- Compare and contrast the basic forms of business ownership.
- Examine entrepreneurship and the importance of small businesses to the American economy.
- Describe basic management functions and explain various management styles.
- Identify major aspects of the production and operations management processes.
- Compare various corporate motivational theories.
- Examine the marketing concept and its applications.
- Recognize the basic role of financial management.
- Describe the role of securities markets for financing and investing opportunities.
- Identify the basic concepts of business law.
- Examine the changing environments affecting businesses both domestically and globally.
- Describe basic global and domestic economic systems and trends.
- Identify ethical and social responsibilities of businesses.
- Compare and contrast the basic forms of business ownership.

The following are general education competencies intended to support the course outcomes:
- Know how to locate, evaluate, and use information sources.
- Use critical thinking skills.

Topics to Be Covered:
**Course Assessments:**
The following performance assessments will be used to demonstrate students’ understanding, knowledge, and skills:
1) Read the assigned material in the textbook.
2) Complete the four in-classroom tests.
3) Complete assigned case studies.
4) Complete homework assignments.
5) Participate in classroom activities, discussions, and assignments.

**Grading Policy:**

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

**Attendance Policy**
Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor’s email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

**Grading Scale:**

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<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>100 – 90%</td>
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<tr>
<td>B</td>
<td>89 – 80%</td>
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<tr>
<td>C</td>
<td>79 – 70%</td>
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<tr>
<td>D</td>
<td>69 – 60%</td>
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<tr>
<td>F</td>
<td>59 – 0%</td>
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</tbody>
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**FA**
According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

**FN**
An FN is awarded to students who never attended class.
Technology Statement
Nashville State’s classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC
It is students’ responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement
Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct
Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Academic Early Alert System
Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System
Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://www.getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is
your NSCC email address. If you’ve never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

**Inclement Weather & Campus Closings**

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

**Class Cancellation Policy**

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.