

**Illinois Institute of Technology
Stuart School of Business
Course Syllabus
Spring 2012**

Instructor Information

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Office hours: Mondays & Wednesdays – 3:15 to 4:30

Course Information

Course #: BUS 100
Course name: Introduction to the Profession
Course day & time: Mondays & Wednesdays – 1:50 pm to 3:05 pm
Pre-requisites: None

Course description:

This course is an introduction to the different functions and purposes of business. Students will obtain a broad understanding of the fundamentals of business organizations and operations. Students will learn the basic business language and critical thinking skills. Students will obtain an appreciation for the internal and external factors that affect business along with various computer application skills used the current business world of today

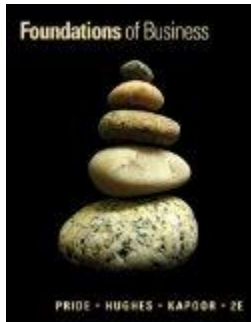
Course Objectives:

This course is intended to provide the undergraduate business student with:

- An understanding of the concept of business and the integral role that business plays in domestic economies and the global economy overall.
- The fundamental terminology and language used in the business world of today
- A comprehension of the vital importance of ethics and ethical behavior in the business community
- Technology's critical role in modern business
- An introduction to the computer applications used throughout the business world

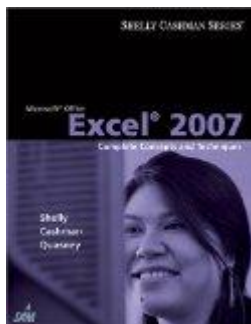
Required Course Materials

Text: **Foundations of Business**



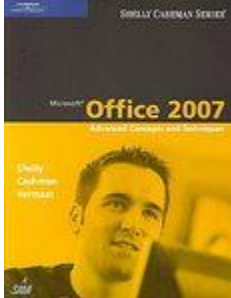
Author: [Robert J. Hughes](#), [Jack R. Kapoor](#), [William M. Pride](#)
Publish Date: January 2010
ISBN-10: 0538744510
ISBN-13: 9780538744515
Edition: 2nd

Text: **Microsoft Office Excel 2007: Complete Concepts and Techniques**



Author: [Gary B. Shelly](#), [Thomas J. Cashman](#), [Jeffrey J. Quansney](#)
Publish Date: July 2007
ISBN-10: 1418843431
ISBN-13: 9781418843434

Text: **Microsoft Office 2007: Advanced Concepts and Techniques**



Author: [Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat](#)

Publish Date: July 2007
ISBN-10: 1418843326
ISBN-13: 9781418843328

Course & Instructor Policies

Make-up work, late work or special assignments will be handled on a per student basis dependent upon the individual's special circumstances.

Special Assignments: There will be 6 Excel assignments, 1 Word assignment and 1 Access Database assignment due every 2 weeks throughout the course

Class attendance: The student is only permitted to miss 4 classes throughout the course without any effect on their overall grade. Each missed class beyond the first 4 absences will lower the student's final grade in the course by 1 letter grade. The next missed class will lower the student's final grade in the course by 2 letter grades. Unless the student comes and talks to be about extenuating circumstances, then I will consider a different method of penalty – do not wait until the end to come speak to me about this – then it will be too late!

Grading System/Policy

Excel, Word & Access Assignments:	35%
Midterm Exam	25%
Final Exam	25%
Presentation	10%
Class Participation	5%

Date	Text - Foundations of Business	Blackboard Assignments due Sunday evening at Midnight
9-Jan 11-Jan	Chapter 1	
16-Jan 18-Jan	No Classes - Martin Luther King Day	
23-Jan 25-Jan	Chapter 2	Excel Chapter 1
30-Jan 1-Feb	Chapter 3	
6-Feb 8-Feb	Chapter 4	Excel Chapter 2
13-Feb 15-Feb	Chapter 5	
20-Feb 22-Feb	Chapter 6	Excel Chapter 3
27-Feb 29-Feb	Review for the Midterm Exam	
5-Mar 7-Mar	MIDTERM EXAM	
12-Mar 14-Mar	Chapter 7	Excel Chapter 4
19-Mar 21-Mar	Chapter 8	
26-Mar 28-Mar	Chapter 9	Excel Chapter 5
2-Apr 4-Apr	Spring Break!	
9-Apr 11-Apr	Chapter 12	
16-Apr 18-Apr	Chapter 15	Excel Chapter 6
23-Apr 25-Apr	Chapter 16	Access Database assignment
30-Apr	Presentations	Microsoft Word assignment
	Presentations	
	Presentations	
	Presentations	
	Week of Final Exams!	

Disabilities

Reasonable accommodations will be made for students with documented disabilities. In order to receive accommodations, students must obtain a letter of accommodation from the Center for Disability Resources and make an appointment to speak with me as soon as possible. My office hours are listed on the first page of the syllabus. The Center for Disability Resources is located in the Life Sciences Building, room 218, 312-567-5744 or disabilities@iit.edu

Copyright/Plagiarism/Academic Integrity

Rules on Plagiarism and Academic Integrity

Plagiarism and other violations of academic integrity are strictly prohibited and subject to penalty as defined by the University. The academic integrity material in the handbook is found at page 30 in the IIT student handbook. Students will be expected to conform to the rules and procedures set forth in the handbook.

The code of conduct governing writing by students at IIT requires original writing, prohibits plagiarism and provides severe sanctions for plagiarism. Original writing consists of thinking through ideas and expressing them in your own way. If the ideas are from other sources, use footnotes or other citation methods to indicate the source of the ideas. Plagiarism is the act of passing off someone else's work or ideas as your own. The sanctions include, but are not limited to, expulsion and the imposition of a punitive grade of 'E'.

What is Plagiarism?

Often there is some confusion as to what constitutes plagiarism. Plagiarism is the act of passing off someone else's work as your own. To assist in providing an understanding of the types of writing that constitute plagiarism, three types of are each discussed below. Also discussed below is the problem of "string citations." String citations are not plagiarism, but many professors will reject string citations because they are not the student's original work.

Word for Word copying: The use of any phrase or excerpt from another source requires the use of quotation marks around the copied material, or if the material is more than a few lines, the copied material should be placed in its own indented paragraph. A citation in proper form is always required to identify the source.

Plagiarizing by Paraphrase: When a writer uses a source, substitute's words and sentences, or even changes the order but keeps the meaning of the original, a citation is

required. In the example given below, the original is on the left. The paraphrase in the right box constitutes plagiarism.

<p><u>Original:</u> It is not generally recognized that at the same time when women are making their way into every corner of our work-world, only one percent of the professional engineers in the nation are female. A generation ago, this statistic would have raised no eyebrows, but today, it is hard to believe.</p>	<p><u>Paraphrase:</u> Few people realize now that women are finding jobs in all fields, that a tiny percentage of the country's engineers are female. Years ago this would have surprised no one, but now it seems incredible.</p>
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