

Jesse Jabour - Professor, Adjunct - Management Dept.

Home Page

Welcome to my ACC home page. If there is information that you need to know and do not find on my web site, please do not hesitate to contact me.

Contact info:

Email: jjabour@austincc.edu

Telephone: 512 292-7454

Fall 2009 Office Hours

BUSI 1301-004 Synonym 39579 Monday 9:00 AM – 10:00 AM SAC Room 1321

BUSI 1301-036 Synonym 39598 Thursday 12:00 PM – 1:00 PM SMC Room 130

BUSI 1301-027 Synonym 39594 Tuesday 5:00 PM – 6:00 PM SMC Room 411

Fall 2009 Schedule

Business Principles BUSI 1301-004 Synonym 39579 SAC Room 1319

M – W 10:35 AM – 11:50 AM

Business Principles BUSI 1301-036 Synonym 39598 SMG Room 125

T – Th 1:30 PM – 2:45 PM

Business Principles BUSI 1301-027 Synonym 39594 SMC Room 411

Tuesday 6:00 PM – 8:40 PM

Spring 2010 Schedule

Business Principles BUSI 1301-022 Synonym 04225 SAC Room 1315

M – W 10:35 AM – 11:50 AM

Business Principles BUSI 1301-009 Synonym 04213 PIN Room 506

T – Th 9:10 AM – 10:25 AM

Business Principles BUSI 13-1-036 Synonym 04233 SMG Room 125

T – Th 12:00 PM – 1:15 PM

Spring 2010 Office Hours

BUSI 1301-22 Synonym 04225 Monday 9:00 AM – 10:00 AM SAC 1321

BUSI 1301-009 Synonym 04213 Thursday 8:00 AM – 9:00 AM PIN Room 413

BUSI 1301-036 Synonym 04233 Tuesday 11:00 AM – 12:00 PM SMG 130

Syllabus

Business Principles

COURSE DESCRIPTION

This course is a general survey of the entire field of business and management in a free enterprise system. Concepts of business and management functions, organizational considerations, and decision –making processes. Explores areas of specialization the business world.

COURSE RATIONALE

The object of this course is to provide you with a broad understanding of the business world. During the semester we will cover general business concepts as well as specific functional areas including management, marketing, and financial management.

INSTRUCTIONAL METHODOLOGY

The objectives of this course will be met by incorporating a variety of instructional methods. These include lectures, group activities, student presentations, discussion papers, class exercises, case studies, and online research.

REQUIRED TEXT

Understanding Business, 8th edition, Nichels, McHugh & McHugh, MacGraw-Hill. Study guide material can be found at www.mhhe.com/ub8e. This site includes exercises, key terms, chapter quizzes and more. Click Student Edition.

COURSE OBJECTIVES AND SCANS can be found at www.austincc.edu/mgmt.

COURSE EVALUATION/GRADING SYSTEM

ACTIVITY	POINTS	BASIS for GRADING	
Exam 1	100	450 – 500	A
Exam 2	100	400 – 449	B
Exam 3	100	350 – 399	C
Exam 4	100	300 – 349	D
Research Project	50	Below 299	F
Quick Quizzes (5)	50		
Total	500		

COURSE POLICIES

EXAMS

The exams will be combinations of multiple choice, true=false and matching questions.

Make-Up Exams

Please make every efforts to take the exam on the scheduled date. Otherwise, you will get behind on the new material. In order to make-up an exam you must talk to me prior to the next class meeting. You have a maximum of ONE WEEK from the date of our discussion to take the make-up exam. ONLY one make-up exam may be taken during the semester.

Homework

Homework is a critical part of any business class. Important concepts cannot be fully understood until you work with them by completing homework.

End-of-Chapter Questions, Activities, Case Studies, Etc.

Identified in course syllabus and announced in class.

Research Project

Instruction for the Research Project will be provided in a separate handout.

Attendance

Austin Community College does not have an established attendance policy. The Business Studies Area has determined that absences in excess of 10 percent of the scheduled class period are the basis for an instructor to withdraw a student from class. **WHILE I MAY WITHDRAW A STUDENT FOR EXCESSIVE ABSENCES, I HAVE NO OBLIGATION TO DO SO.**

-----IS THE LAST WITHDRAWAL DATE TO RECEIVE A GRADE OF “W”.

SCHOLASTIC DISHONESTY

Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be as a result of their thought, research or self-expression. Academia is defined as, but not limited to tests, quizzes, whether taken electronically or on paper, either individual or group, classroom presentation and homework.

STUDENT DISCIPLINE

See the Student Handbook

STUDENT FREEDOM OF EXPRESSION

Each student is strongly encouraged to participate in class. In any classroom discussion that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructor alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussion.

OFFICE OF STUDENTS WITH DISABILITIES

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Student Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.

CALENDAR FOR DAILY ASSIGNMENTS, HOMEWORK, QUICK QUIZZES, TERM PROJECT, AND CASE STUDIES WILL BE GIVEN TO EACH STUDENT ON A SEPARATE HAND-OUT. THE CALENDAR HAND-OUT WILL ALWAYS BE ON COLORED PAPER TO STRESS THE IMPORTANCE OF DAILY CHAPTER READING, TESTS, QUICK QUIZZES, TERM PROJECT AND OTHER INFORMATION.

IF YOU SHOULD MISPLACE OR LOSE YOUR CLASS CALENDAR, PLEASE CONTACT YOUR INSTRUCTOR AS SOON AS POSSIBLE EITHER BY Email OR TELEPHONE (512 292-7454)

HOW TO REACH THE INSTRUCTOR

Office Room: TBA

Phone 512 292-7454

Email: jjabour@austincc.edu

Office Hours: TBA

BUSINESS PRINCIPLES (BUSI 1301) IS A GENERAL SURVEY OF THE ENTIRE FIELD OF BUSINESS AND MANAGEMENT IN A FREE ENTERPRISE SYSTEM. CONCEPTS OF BUSINESS AND MANAGEMENT FUNCTIONS, ORGANIZATIONAL CONSIDERATIONS, AND DECISION-MAKING PROCESSES. THIS COURSE WILL EXPLORE AREAS OF SPECIALIZATION IN THE BUSINESS WORLD.

INSTRUCTOR'S CONCEPT OF MANAGEMENT

Management is the organization and coordination of the activities of an enterprise in accordance with certain policies and in achievement of clearly defined objectives. Management is often included as a factor of production along with machines, material, and money.

As a discipline, management comprises of the interlocking functions of formulating corporate – policy and organizing, planning, controlling, and directing the firm's resources to achieve the policy's objectives.