

BUS 101
INTRODUCTION TO BUSINESS
COURSE SCHEDULE
Spring 2011

Robb Bay, Ph.D. Office: WC C-250-F Phone: 651-5704	Call #25152 Sec.811 WC 12:30-1:50 PM Tuesday/Thursday WCH C228	Call#25144 Sec. 806 WC 6:00-8:50 PM Monday WCH C228
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WEEK	DATE	
1	Jan. 24--27	Orientation and Chapter 1
2	Jan. 31—Feb.3	Chapter 2
3	Feb. 7--10-	Chapter 3
4	Feb. 14--18	Chapter 4 – Test Chapters 1-4
5	Feb. 28—Mar. 3	Chapter 5
6	Mar . 7--10	Chapter 6 – Review Test
7	Mar. 14--18	Chapter 7 & 8
8	Mar. 21-- 27	Spring Break
9	Mar. 28--31	Chapter 9---Test 5--9
10	Apr. 4--7	Chapters 10 & 11
11	Apr. 11--14	Chapters 12 & 13
12	Apr. 18--21	Chapter 14 – Test Chapters 10-14
13	Apr. 25--28	Chapter 17 ,Special Topics/Review Test
14	May 2--5	Review for Final Exam/Notebook
15	May 9--12	<u>Final Exam/Notebooks Due</u>
16	May 16--19	Final Class/Guest Speaker/Academic Advising

Read all chapter prior to class

- If you have any problems with class, contact Robb Bay before or after class or set up an appointment. Room C-250-F. Phone 651-5704 (24 hour voice mail)

HOLIDAYS

- President's Day Feb. 21
- Spring Break Feb. 21--27

FINAL EXAMS AND NOTEBOOK DUE:

- Section 806 – WC – Monday, May 9 6 PM
- Section 811 – WC – Thursday, May 12, 112:30 PM

NOTE

All schedules are subject to change as noted in course outline. Changes are generally made to fit work style, experiences, interests and personality of the individual class. The instructor uses a + and – grading system. The Instructor reserves the right to return all work should it not be at a college level.

REQUIRED FOR COURSE

The textbook, a 3-hole notebook preferably paper with three paper clasps and a front and back pocket. A large self-addressed envelope that will hold the notebook with prepaid postage. It is highly recommended a \$5.20 lb/2day priority mail available from the U.S. Post Office.

PLEASE TURN OFF ALL BEEPERS AND CELL PHONES BEFORE CLASS unless you are in the police of fire department or a mother with sick children.

ADA Statement: Students with medical, psychological, learning or other disabilities desiring adjustments, accommodations or aid contact the Campus Disability Resource Center West Charleston Campus 651-5000.

Academic Integrity: Scholastic dishonesty will not be tolerated and will be dealt with according to the rules and procedures outlined in the CSN Student Handbook and CSN College Catalog.

Additional Student Services Information and Departmental Services can be found In The CSN Student Handbook and The CSN College Catalog. All Students need to review these documents for their own information and protection.

This Class can not be recorded in any form with out the express permission of the Instructor and may be used for learning purpose of the individual student should that be granted. All rights are reserved by the Instructor..