

South Plains College
Common Course Syllabus: Business Principles - BUSI 1301

Department: Business Administration

Discipline: Business

Course Number: BUSI 1301

Course Title: Business Principles

Available Formats: Face to Face, Online

Campuses: Levelland, Dual-Credit, Online

Course Description: This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

Prerequisite: N/A

Credit Hours: 3 **Lecture:** 3 **Lab:** 0

Textbook: Foundations of Business - 7th Edition; Pride/Hughes/Kapoor with Cengage (Publisher = Cengage)

Student Learning Outcomes: Upon successful completion of this course, students will:

1. Identify major business functions of accounting, finance, information systems, management, and marketing.
2. Describe the relationships of social responsibility, ethics, and law in business.
3. Explain forms of ownership, including their advantages and disadvantages.
4. Identify and explain the domestic and international considerations for today's business environment: social, economic, legal, ethical, technological, competitive, and international.
5. Identify and explain the role and effect of government on business.
6. Describe the importance and effects of ethical practices in business and be able to analyze business situations to identify ethical dilemmas and ethical lapses.
7. Describe basic financial statements and show how they reflect the activity and financial condition of a business.
8. Explain the banking and financial systems, including the securities markets, business financing, and basic concepts of accounting.
9. Explain integrity, ethics, and social responsibility as they relate to leadership and management.
10. Explain the nature and functions of management.
11. Identify strengths, weaknesses, opportunities, and threats of information technology for businesses.

Attendance Policy:

Instructors will create an attendance policy that is consistent with the "Class Attendance" policies stated below in the *SPC General Catalog*:

[Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.]

A student who stops attending AND stops completing assignments must take the responsibility of contacting the Registrar's Office to drop the class.

I do not drop students for non-attendance. It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending and do not complete the coursework will receive an F at the end of the semester.

PLEASE NOTE: The last day to drop this course is Thursday, December 3rd, 2026

Be advised – I do not accept late work for any reason.

Late-Work and Coursework Extensions: No late coursework will be accepted. No extensions will be given for any coursework. There are two exceptions to this policy. One, **you are severely ill** and hospitalized. If this is the case, you must contact DeEtte Edens at dedens@southplainscollege.edu or at (806) 716-2376 and submit the required medical documentation to her. She will notify me as the instructor, if the illness warrants an extension. Two, you are on an SPC sponsored event and have sent in the proper documentation to me, BEFORE the trip/event has occurred.

Student will be counted absent for an entire class period (after 1 warning) for the following:

- Texting during class
- Headphones/Air pods in ears during class (whether in use or not)
- Instant Messaging during class
- Sleeping during class
- Excessive Tardiness (After 2nd)
- Leaving class early
- Off topic/disruptive, excessive discussion with other students

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude,

disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of the individual's disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock and other centers (located at the Lubbock Downtown Center) 806-716-4675.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy and Parenting Accommodations Statement

(Rev. 6/11/2024)

If you are pregnant or parenting (paternal or maternal) with children under the age of 18 per Texas Education Code 51.982 and Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy and parenting accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email rcanon@southplainscollege.edu for assistance.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

Campus Concealed Carry Statement

Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License

to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

COVID-19 (Rev. 7/15/2026)

To prevent virus spread on campus, please do not attend class and either seek medical attention or get tested for COVID-19.

Please also notify DeEtte Edens, FNP-C, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376

1. SPC will follow the recommended 3-day isolation period for individuals that test positive.
 - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
 - a. Please have students and employees notify DeEtte Edens, FNP-C if they have tested positive to verify dates before returning to class or work.
 - b. The home tests are sufficient, but students need to submit a photo of the positive result. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, FNP-C at dedens@southplainscollege.edu.
 - c. A student is clear to return to class without further assessment if they have completed:
 - i. The 3-day isolation period, symptoms have improved and
 - ii. they are afebrile for 24 hours without the use of fever-reducing medication.
 - d. HEALTH SCIENCE PROGRAMS ONLY: Due to clinical requirements, students in health science programs returning to class or clinical from a positive test will be required to wear a mask in the health sciences areas including offices, hallways, and classrooms, as well as in the clinical setting for a 10-day period from date of positive test.
3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 3-day isolation.
4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

Student Identification Verification Pictures

In order to comply with institutional identity-verification procedures, students enrolled in courses at South Plains College must have a current photo available in the College's student information system. Approved photos are used solely for instructional, advising, and security purposes and are protected under applicable privacy laws. Students without a photo on file must update their record during the first week of class.

Pictures may be uploaded using these [instructions](#).

Artificial Intelligence Statement

• Purpose of Artificial Intelligence (AI) Applications:

AI applications are advanced language models designed to aid and engage in meaningful conversations, as well as, generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

• Academic Integrity:

Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

• Collaboration and Consultation:

While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

• Critical Thinking and Originality:

AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

• Ethical Use and Bias Awareness:

AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

• Responsible Engagement:

Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

• Compliance with South Plains College Policies:

Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

COURSE TITLE: BUSI 1301 Business Principles

INSTRUCTOR: Lauren Gregory

OFFICE LOCATION Technology Center 206 (upstairs), Levelland, (806) 716-2249
AND PHONE/E-MAIL: E-mail: Through Blackboard BUSI 1301 Course

OFFICE HOURS: To be announced and posted on office door

I. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

Access Code Requirement -

Foundations of Business - 7th Edition; Pride/Hughes/Kapoor (Publisher = Cengage)

Textbook and Supplies: All that is needed for the course is a **Cengage Unlimited** Card. This will get you the access code to this class with E-Book and also the access code and E-Book for ALL Cengage textbooks you will use in other classes! If other instructors use a Cengage product in your other classes, you DO NOT need to buy anything else!!

The materials required for this course are included in Cengage Unlimited, a subscription service providing access to ALL Cengage ebooks and digital learning products—over 22,000. One Cengage Unlimited subscription can be used across all courses where Cengage products are assigned, at no additional cost. You can purchase access to Cengage Unlimited in the bookstore, or through my Blackboard course during the first week of class.

To access your course materials and explore Cengage Unlimited, log in to Blackboard and click on the link that says **Cengage MindTap Weekly Assignments**. When prompted, log in with your Cengage account and follow the prompts to complete the registration process.

REMINDERS FOR STUDENTS

- **What to purchase:** You should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription—only ONE purchase is required. Cengage Unlimited is typically the best value.
- **Start at the bookstore:** Check the bookstore first when purchasing Cengage Unlimited. If it's not sold there, it can be purchased at the Cengage link in my Blackboard course!
- **When digital is required:** You will get a free 2 week trial access to both the digital product in use for your course and Cengage Unlimited.
- **Financial aid:** You can purchase Cengage Unlimited with financial aid through the bookstore.
- **Print books:** For every Cengage digital course activation (i.e. *MindTap*, *WebAssign*, *OWL*, *SAM*, *CengageNOWv2*, etc.) within Cengage Unlimited, you will be offered a print rental—they are just \$7.99 + free shipping. Print rentals can be redeemed only within Cengage Unlimited and ship direct to you. Alternatively, discounted loose-leaf options will be made available if you are enrolled in digital products as well.

Additional Registration/Purchasing Support

Should you need additional guidance, please visit www.cengage.com/start-strong.

A. I will contact you as a class through Blackboard (will discuss on first day of class)
We will go over the Blackboard website and app as a class during the first-class week

B. Professional Behavior:

This classroom is a PROFESSIONAL environment, and I treat it as such. Business students in particular must understand how to conduct themselves in a professional environment. I expect exceptional behavior from ALL of my students! I consider this course to be your job – and I expect behavior to reflect that – if you are late to your job, or turn in work late in the real world, you would be terminated from that job/career – I take on the same assumptions in this course. Please be mindful of the attendance policy, and the “NO LATE WORK ACCEPTED” policy, as I do NOT make ANY exceptions to these rules!

C. Assignment Policy: Students are responsible for all class work and notes covered during absences from class with no exceptions. Students are also responsible to be adequately prepared before each class—all reading assignments, cases, etc. If absent, student should contact immediately another student in the class and/or the instructor to receive notes and assignments.

D. Grading Policy/Procedure and/or methods of course evaluation:

1. **Chapter Exams (30%):** There will be four major chapter exams plus the comprehensive final exam. Each exam will cover both lecture and textbook assignments. Students are responsible for all textbook material assigned and to be prepared to be tested over this material whether or not it is specifically covered during

class. The major exams will be announced in advance. **NO MAKE-UP EXAMS WILL BE GIVEN.**

The final exam will be comprehensive and will either replace the lowest score of the major exams (even if the final exam score is lower) or replace one missed major exam.

A student may be exempt from taking the final exam if no exams have been missed and the student has an “A” average in December. If the student is not exempt from the final and does not take the final exam, student’s final average will be lowered one letter grade.

2. **‘Business’ Homework Assignments, Current Event Topics, Quizzes etc. (45%):**
Assignments will include the following (varying with the chapters): study guides, chapter outlines, questions and cases, team work etc. Due dates for these will be given with each assignment. Most homework will be completed in Mind Tap—instructions for this will be detailed in the first week of class. In class quizzes may be given (there will be no make-up on these). **NO MAKE-UP/LATE WORK WILL BE ACCEPTED.** If a student misses a daily grade, he/she will be given the grade of a zero; however, one daily grade will be dropped at the end of the semester allowing for an absence. The only exception is available to students in sponsored SPC athletics or activities. I must have a note from your coach or sponsor!

3. **Introduction Assignment (during class time - first week of semester) (2.5%)**
Introduction during class discussion.

Name

Major

Spare time activities (or if you had spare time, what would you do?)

Favorite class so far and why

Least favorite class so far and why

Business or work area interests or career goals

4. **Syllabus Agreement Assignment (due 8/30/26, 4:00PM) (2.5%)**
Will go over during the first week of in class discussion! (In Blackboard, Week 1 Assignments Folder)

Attendance (20%)

5. Students will receive a ‘100’ for each day they are in attendance, starting the 2nd week of class. Lowest four (4) grades in this section will be dropped at the end of the semester, to allow for absence. **Please DO NOT attend class if you are sick!** The only exception to the absence policy is available to students in sponsored SPC athletics or activities. I must have a note from your coach or sponsor BEFORE your trip!

Students are responsible for recording and keeping up with their own grades as work is returned and/or graded in Cengage. Grades will be determined according to the following scale:

90-100A

80-89B

70-79C

60-69D

Below 60F

The instructor reserves the right to modify in part or whole this scale to better meet the needs of the individual class.

- E. Classroom Requirements: Students will be expected to be on time and in attendance the full 1 hour and 15 minutes of the designated class time. There will be no cell phones out or turned on in the classroom!

COURSE OUTLINE: Major areas of study –

The Environment of Business

Trends in Business Today

Management and Organization

Human Resources

Marketing

Info. for Business Strategy and Decision Making

Finance and Investment