

SYLLABUS: FALL II 2026 (8-WEEK) HYBRID

BUSI 1301 | Business Principles

Instructor: Michela Heth | M.S.A., M.B.A.

Email: mheth@southplainscollege.edu

Levelland: Technology Center -- 104B (office), 212 (classroom)

Lubbock: Downtown Center -- B001 (office), B024 (classroom)

****Additional meeting times available by request!**

Office Hours: Monday (8:30-9:30 a.m. | 11:00 a.m.-1:30 p.m.)

Tuesday (12:00-1:00 p.m.) *Lbk. Downtown*

Wednesday (8:30-9:30 a.m. | 11:00a.m.-1:00 p.m.)

Thursday (11:00 a.m.-12:00 p.m.)

Friday (9:00-10:00 a.m.)

Emails MUST include: Name, Course Number & Course Section (i.e. M. Heth, BUSI-1301-001)

Students can expect a response from the instructor within one (1) business day, per SPC policy.

Additional resources for the class are listed in the “*Course Resources Hub*” on the Blackboard course page.

Course Materials

Foundations of Business (7th edition) by Pride / Hughes / Kapoor [eBook through Cengage]

- **ASAP:** Purchase *Cengage Unlimited with access to Online Learning Platforms* - \$169.99 (1 term)
 - See instructions in our Blackboard “*Getting Started: Week 1*” unit, available 1st class day.
- Access to the SPC Blackboard Ultra portal for links to online assignments and grading
- Reliable internet access for homework, quizzes, and other learning resources

Cengage MindTap Unlimited

Most chapter assignments (homework, quizzes, exams) will automatically be submitted through Cengage MindTap. The purchase can be completed in two different ways:

1. SPC Bookstore (to use financial aid): will provide an access code to set up your Cengage account.
2. Cengage website: access code is delivered directly to the student’s email address by selecting the ‘Access delivery fee’ shipping option. Scan the **QR code** or visit this [link](https://www.cengage.com/c/mindtap-for-pride-hughes-kapoor-s-foundations-of-business-7e):

<https://www.cengage.com/c/mindtap-for-pride-hughes-kapoor-s-foundations-of-business-7e>

Additional purchase instructions are provided separately in the Blackboard “*Getting Started: Week 1*” unit. MindTap is a subscription through Cengage online, and the course key is automatically added by Blackboard.



All assignment due dates are posted in MindTap and the published “*Class Schedule*” in Blackboard. If you do not have internet access, you need to find time to go somewhere where it is available (i.e., SPC campus or Public Library). The MindTap gradebook manager will show up-to-date grades and transfer them directly over to Blackboard too. You have **48 hours** after each deadline to dispute grades by emailing your instructor directly. After this time, grades will not be disputed.

The online MindTap platform has supplementary materials to help you gain an understanding of the assigned content, including videos, power points, and more. Please note these are *not* intended to replace your instructor. Students should contact the instructor when they need help with understanding content.

SPC Blackboard Ultra Portal

The Blackboard Ultra software used to manage this class monitors student logins, tracking when and where the student has been in the course. Accessing this course regularly is extremely important to meet the objectives. Ideally, students should daily check the “*Announcements*” tab in Blackboard for the most up-to-date information. Students should also frequently reference their SPC student e-mail inbox and Blackboard “*Messages*” for direct communication with the instructor.

This course is not 100% self-paced—there will be deadlines assigned at the beginning of the term.

Deadlines are firm unless otherwise coordinated with your instructor prior to each deadline. You will feel more at ease with the materials if you stay in touch with what is going on. This course is 3 semester credit hours in a condensed 8-week, hybrid format. Students should plan to work on about **two to three (2-3)** full chapters per week to successfully complete the material. It is very easy to put off participation and deadlines during a short-term hybrid course, but don’t wait until the last minute.

Online Assignments

Homework is assigned to facilitate your understanding of the material. Homework is done online outside of class time and links can be found in the class Blackboard page under “*Content*.” Assignments are separated as: *Unit # > Chapter #*. Due dates and material(s) availability will also be listed. We will be using Cengage MindTap to complete almost all homework, quizzes, and exams. Students should plan to spend **1-2 hours on each chapter**, to complete both the homework and quiz directly in MindTap.

Electronic Assignments

Computer and/or Wi-Fi failure is not an excuse for missing assignments. Notify the instructor immediately when issues come up, but students are still responsible for meeting all deadlines.

This class will involve the use of the Internet and possibly the need to access discussion groups, forums, bulletin boards, email programs, and/or chat rooms to complete the objectives of the course. Topics assigned by the instructor will be relevant to the objectives of this class.

DISCLAIMER:

“This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.”

Class Schedule

The class schedule is posted in Blackboard under the “*Getting Started: Week 1*” unit. This is the ‘official’ calendar for the course, and updates will be made directly on Blackboard. Scheduled assignments may shift over the course of the term to support student needs, so you should check the calendar often for updates. Students are required to complete all assignments as given by the instructor.

Assignments are due by 11:55 p.m. on the date listed on the “*Class Schedule*.”

Note: Late assignments are only accepted if coordinated prior to the deadline.

Otherwise, they may result in partial credit if make up is permitted by the instructor.

Exam Policy

Exams will be conducted online and outside of class time using the MindTap software and will have a defined time limit. Deadlines for completing the exams are posted on the Blackboard “*Class Schedule*.”

No makeup exams will be allowed unless the student contacts the instructor for special permission due to an unavoidable situation. Traveling, work schedules, etc. do not qualify and students should plan accordingly to meet the exam deadline. If a student is unable to complete the exam in the specified timeframe, he or she will not be allowed to make up the test unless arrangements are made before the test window. If you have special needs for taking tests, please contact your instructor or special services during the 1st week of classes. (See the *Disability Statement* located near the end of this syllabus.)

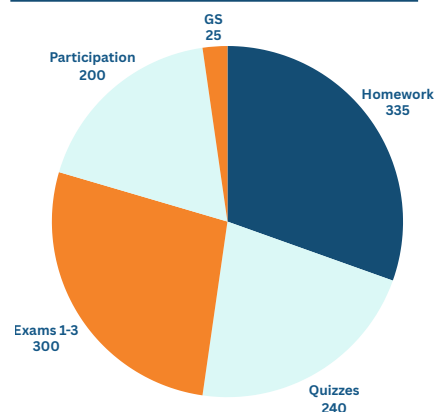
Course Grading Policy

Permission to make up missed work will only be available if an unavoidable reason for absence arises (i.e., documented illness, official trip authorized by SPC, etc) and is coordinated with your instructor prior to the published deadline. It is the student's responsibility to complete work missed within a reasonable period as determined by the instructor. Make up assignments are subject to penalty.

The most up-to-date course point total will be available in Blackboard Ultra, not through the MindTap portal. There are several exercises completed outside of MindTap, so students should reference Blackboard for their most accurate point standing in the course. Questions about posted scores should be directed to the instructor immediately, and not just at the end of the semester. Grades will be allocated based on the following point system and scale:

Category/Description	Points Possible
In-class Participation & Exercises (1 absence permitted per term)	200
Getting Started “WEEK 1” Activities	25
Chapter Homework & Assignments (Resume, Enron)	335
Chapter Quizzes (12 chapters * 20 points each)	240
Exam 1 / Exam 2 / Exam 3 (100 points each)	300
Total Possible Points:	1,100

COURSE GRADE	POINTS EARNED
A	1,000 - 1,100
B	880 - 999
C	770 - 879
D	660 - 769
F	0 - 659



Participation & Withdrawal

Successful completion of Foundations of Business is affected by your contribution to the course. If a student chooses not to complete the assignments and actively work on learning the material, minimum course objectives cannot be met and the student should withdraw from the course. **It is the student's responsibility to drop the course. The instructor is not responsible for dropping students.**

Participation will be graded based on in-class efforts, and students are allowed 1 absence per term. Attendance is required for the full class period (1 hr. 15 min.) unless prior arrangements are approved by the instructor. Excessive absences directly impact the available "**Participation**" points for the class grade. Students are responsible for bringing appropriate materials to effectively take notes and complete handouts during the class (i.e. paper, writing instrument, etc.).

The instructor is not responsible for removing you from the course if you cannot maintain the course schedule. See below for drop date & information. Otherwise, students will be assigned their earned letter grade at the end of the term. Course points/progress will be updated frequently so students can evaluate if they need to drop the course. Students who enroll in a course but have never attended the class by the official census date (12th class day) will be administratively dropped.

Last Day to Withdraw/Drop with a grade of "W"

December 3, 2026

For more information, visit SPC Admissions website:

[Student Initiated Drop: COMPLETE THIS FORM \(click link\)](#)

Academic Course Guide Manual (ACGM): BUSI-1301

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.

Pre-requisites for BUSI-1301 at South Plains College

Not applicable for this course.

Learning Outcomes for Business Principles	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 conditions.
	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.

Academic Information

Cell phones, laptops, or other electronic devices are only permitted for use in the classroom when directed by the instructor for educational purposes. They should not be used for personal/extracurricular reasons.

2026-2027	SPC Course Syllabi Statements (click this link)
Student Identification Verification Pictures	EFFECTIVE SPRING 2026: 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 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 (link).
Disabilities Statement	Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class 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, or 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 S. College Avenue, Box 5, Levelland, TX 79336. The phone number is 806-716-2360.
Title IX Pregnancy & Parenting Accommodations Statement	If you are pregnant or parenting (paternal or maternal) with children under the age of 18 per Texas Education Code 51.982 (link) 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 (link), along with specific medical documentation, to the Health & Wellness Center. Once approved, a 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 & Wellness Center at 806-716-2529 or email rcanon@southplainscollege.edu for assistance.
COVID-19 Information	For information and guidance relating to COVID-19, and processes at South Plains College, please visit the SPC Covid Response page (link) for the most up-to-date resources. If you are experiencing any COVID-19 symptoms, please notify DeEtte Edens (MSN, APRN, FNP-C), Associate Director of Health & Wellness at dedens@southplainscollege.edu or 806-716-2376.