

BUSI 1301: Business Principles

Syllabus – Hybrid

Instructor:	Michela Heth, M.S.A.	Classroom:	Downtown Center, B023
Office:	Downtown Center, B001	Contact:	Use “ Course Messaging ” option in Blackboard or email at mheth@southplainscollege.edu
Office Hours:	Wed. 11:45 a.m.-12:45 p.m. Fri. 9:00-10:00 a.m. – TBA		<i>*response within 1 business day</i>

Course Materials

Foundations of Business (6th edition) by Pride / Hughes / Kapoor [eBook through Cengage]

- Access to SPC Blackboard portal for links to online assignments
- Purchase Cengage MindTap Unlimited (separate instructions provided)
- Reliable internet access for Homework, Quizzes, and other learning resources

Online Assignments

Homework is assigned to facilitate your understanding of the material. Homework is done online and can be found through the class Blackboard on the “Course Content” tab. Assignments are separated as: *Week # > weekly assignment/chapter materials*. We will be using Cengage MindTap to complete homework, quizzes, and exams. MindTap is a subscription for Cengage Unlimited, and the course key is automatically added by Blackboard. All assignment due dates can be found on the MindTap website, as well as on the published Class Schedule. If you do not have internet access, you need to find time to go somewhere where it is available (i.e., SPC or Public Library). The MindTap homework manager will show your grades up to date. You have 48 hours to dispute any online grades by emailing your instructor. After this time, no grades will be disputed.

Attendance

Successful completion of Business Principles is affected by 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.

Attendance will be graded, and students are allowed 4 absences per semester. Attendance is required for the full class period (1 hr. 15 min.). The instructor is not responsible for removing you from the course if you cannot maintain the course schedule. Students who enroll in a course but have never attended by the official census date will be administratively dropped.

Course Grading Policy

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

Note: Late assignments will not be accepted.

Permission to make up missed work will only be available if an unavoidable reason for class absence arises (i.e., documented illness, official trip authorized by SPC, or official activity). It is the student's responsibility to complete work missed within a reasonable period as determined by the instructor.

Exam Policy

There will be 4 major chapter exams, plus the comprehensive final exam. The lowest of the 4 major chapter exams will be dropped. A student may be exempt from taking the final exam if none of the 4 major chapter exams have been missed and the student has an "A" average prior to the final exam.

Exams will be conducted online, using the Cengage MindTap platform. Exams will have a time limit, and deadlines for completing the exams will be posted on the Blackboard Class Schedule. **No makeup exams will be allowed.** 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 prior to the test window. If you have special needs for taking tests, please contact your instructor or special services the 1st week of classes. (See the Disability Statement located later in this syllabus.)

Grading Procedures

Grades will be allocated based on the following point system and scale:

CATEGORY		TOTAL
Attendance (4 absences permitted per semester)		200
Syllabus Agreement & Introductions		25
Chapter Homework & Assignments		300
Chapter Quizzes		150
Exam 1 / Exam 2 / Exam 3 / Exam 4 (75 points each; 3 of 4 – lowest dropped)		225
Final: Comprehensive Exam (<u>Mandatory</u>)		100
Possible Points		1,000
POINTS TOTAL	COURSE GRADE	
895 or more	A	
795 – 894	B	
695 – 794	C	
595 – 694	D	
Below 594	F	

Class Schedule

The class schedule is available on Blackboard under “Syllabus and Schedule.” This is the ‘official’ calendar for the course and updates will be made directly on Blackboard (if needed to support students’ needs). Scheduled assignments may shift over the course of the term, 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 will not be accepted.

All chapter assignments will automatically be submitted through the Cengage MindTap portal. Separate instructions for accessing/purchasing Cengage are posted in the Blackboard course under “Start Here.”

Academic Course Guide Manual (ACGM)

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

Not applicable.

Learning Outcomes

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 & management.
10. Explain the nature and functions of management.
11. Identify strengths, weaknesses, opportunities, and threats of information technology for businesses.

Blackboard & Cengage

The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important to meet the objectives of this course. Ideally, students should daily check the semester schedule, e-mail, and check for announcements and fellow student discussions.

This course is not 100% self-paced—there will be deadlines. 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 hybrid format. For this reason, you should plan to work on about one (1) full chapter per week, to successfully complete the material. It is very easy to put off assignments in a hybrid course.

All communications and grading for this course will be conducted through “Course Messaging” on Blackboard, or you can email the instructor. Additional resources are listed under “Course Resources.”

The online Cengage MindTap platform has ample material to help you gain an understanding of the assigned content. Each chapter includes videos, power points, and more. Please allow yourself time to exercise these resources when working on your assignments and studying for your exams.

Electronic Assignments

This class will involve the use of the Internet and possibly the need to access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order 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.”

Academic Information

There will be no cell phones or other electronic devices out or turned on in the classroom unless otherwise directed by the instructor.

Student Conduct

The South Plains College Mission Statement reflects the goal of helping students become productive and responsible citizens in a global society. This is achieved through providing learning environments that are innovative, engaging, compassionate, safe, diverse, and supportive. This mission is central to the expectations for student conduct. As members of the South Plains College community, students are expected to adhere to the Code of Conduct that is published annually in the South Plains College Student Guide (found online in the General Catalog).

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither the 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. A student may be administratively withdrawn from one or more courses as a result of behavior within the classroom for Academic Integrity violations. Any offense leading to administrative course withdrawal is regarded as a major offense.

COVID-19 Information

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. 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, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication. Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

Academic Integrity

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Plagiarism and Cheating

Offering the work of another as one's own, without proper acknowledgement, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

Dishonesty of any kind on examinations or written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as final examinations, to daily report and to term papers.

Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an 'F' for the assignment and can result in an 'F' for the course if circumstances warrant.

Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

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 his/her 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 Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

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 Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and 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 and Wellness Center at (806) 716-2529 or email dburleson@southplainscollege.edu for assistance.