

BUSI 1301: Business Principles

Syllabus – Fall 2023 Hybrid

Instructor:	Michela Heth, M.S.A., M.B.A.	Office:	Downtown Center, B001/B023
Classroom:	Downtown Center, B023	Office Hours:	Wed. 8-9:30 1-2 (<i>Downtown</i>)
Contact:	Use “Course Messaging” option in Blackboard or e-mail instructor at mheth@southplainscollege.edu .	Fri. 9:00-10:00 a.m.*	<i>*location rotates</i>

This is a HYBRID course. BUSI 1301-601 will meet once per week on Wednesdays from 1:00-2:15 p.m. The remainder of the work must be completed outside of class time, on the student’s schedule.

All communications for this course will be conducted through Blackboard “Course Messaging,” or you can e-mail the instructor directly. Responses will be provided within one (1) business day, per SPC policy. Additional resources for this class are listed under “**Course Resources**” on the Blackboard course menu.

Course Materials

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

- Purchase Cengage Unlimited with access to Online Learning Platforms (2nd tab)
- See instructions on our Blackboard “Start Here” page.
 - The Cengage access code is delivered directly to the student’s e-mail by selecting the ‘Access delivery fee’ shipping option when purchased online.
- Access to SPC Blackboard portal for links to online assignments and grading
- Reliable internet access for Homework, Quizzes, and other learning resources

Cengage MindTap Unlimited

All chapter assignments (homework, quizzes, exams) will automatically be submitted through MindTap. The Cengage MindTap purchase can be completed through the SPC Bookstore or at <https://www.cengage.com/c/foundations-of-business-6e-pride-hughes-kapoor/9781337386920/>. Additional purchase instructions are provided separately from this Syllabus on Blackboard’s “Start Here” tab.

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 campus or Public Library). The MindTap homework manager will show your grades up-to-date and transfers them directly over to Blackboard too. You have 48 hours to dispute any online grades by e-mailing your instructor. After this time, no grades will be disputed.

The online Cengage MindTap platform has plenty of materials 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.

SPC Blackboard Portal

The Blackboard software used to manage this class monitors 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. 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 “Course Messaging” for direct communication with the instructor.

This course is not 100% self-paced—there will be deadlines assigned at the beginning of the term. 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. Students should plan to work on about one (1) full chapter per week, to successfully complete the material. It is very easy to put off participation and deadlines during a 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 can be found through the class Blackboard on the “Course Content” tab. Assignments are separated as: *Week # > Chapter # > chapter materials*. Due dates and material(s) availability will also be listed. We will be using Cengage MindTap to complete most homework, quizzes, and exams. MindTap is a subscription for Cengage Unlimited, and the course key is automatically added by Blackboard.

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.”

Class Schedule

The class schedule is available on Blackboard on the “Syllabus and Schedule” tab. 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 unless arranged prior to deadline with instructor.

Exam Policy

There will be 4 major chapter exams plus the comprehensive final exam. The final exam will either replace the lowest score of the 4 major exams or replace one missed major exam. 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 and outside of class time, 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 during the 1st week of classes. (See the *Disability Statement* located later in this syllabus.)

Course Grading Policy

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.

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

Grading Procedures

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

<i>CATEGORY</i>		<i>TOTAL POINTS</i>
Participation (3 absences permitted per semester)		170
Syllabus Agreement & Introductions		30
Chapter Homeworks & Assignments		350
Chapter Quizzes		150
Exam 1 / Exam 2 / Exam 3 / Exam 4 (75 points <u>each</u>)		300
Final: Comprehensive Exam – 75 possible replacement points		TBD
Possible Points		1,000
<i>POINTS EARNED</i>	<i>COURSE GRADE</i>	
895 or more	A	
795 – 894	B	
695 – 794	C	
595 – 694	D	
Below 594	F	

Participation & Withdrawal

Successful completion of Business Principles 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, and not the instructor's responsibility.**

Participation will be graded based on in-class efforts, and students are allowed 3 absences per semester. Attendance is required for the full class period (1 hr. 15 min.) unless prior arrangements are approved by the instructor. 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 participated in the class by the official census date (12th class day) will be administratively dropped.

The last day to withdraw/drop with a grade of "W" is November 30, 2023. Otherwise, students will be assigned their earned letter grade at the end of the term. Course points/progress will be updated weekly so students can evaluate if they need to drop the course. For more information, you can visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

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 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

There will be **no cell phones allowed** in the classroom unless otherwise directed by the instructor. Laptops and other electronic devices are permitted for note-taking purposes only.

Syllabus Statements

Please visit <https://www.southplainscollege.edu/syllabusstatements/> for statements and policies from South Plains College regarding the following topics:

- Disabilities
- Non-Discrimination
- Title IX Pregnancy Accommodations

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.

Student Conduct

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.

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.

COVID-19 Information

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested 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.

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
 - a. **Please note that day 0 is the date of a 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 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. 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 at dedens@southplainscollege.edu.
 - c. A student is clear to return to class without further assessment if they have completed: The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.
3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-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.