



BUSI-1301-028IN FA2021

Business Principles

Instructor Information:

Dr. Megen Saez

Adjunct Professor of Business

msaez1@com.edu

423-464-6238 (Cleveland, TN)

Student Hours & Location:

Please email me first and then we can set up a time to meet via phone if needed.

Required Textbook:

This course is inclusive of the digital textbook, which is made available through the Cengage link inside Blackboard. No access code is required for this course as all assignments are currently within Blackboard and do not use the publisher's site.

If this course is not offered inclusive of the digital textbook, you may choose the newest version (11) or the version prior (10) for this course. Textbooks may be new, used, or rented and can be purchased from multiple sources. This textbook is available through VitalSource.

BUSN 11 Marcella Kelly, Chuck Williams Cengage Learning ISBN-10:1337407127 ISBN-13:9781337407120	BUSN 10 Kelly/McGowen/Williams Cengage Learning ISBN-13:9781133587484 ISBN-10:1133587488
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Textbook Purchasing Statement:

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

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.

Course Requirements:

There are 8 modules that comprise this course. **Four tests (in Blackboard)** will be given covering the chapters in the textbook. Each test has 50 questions. Once you have started the test it cannot be stopped and restarted no matter what the circumstance. **The test will automatically close at the time shown in the schedule of activities. It is your responsibility to monitor your time while taking the test.** Only one attempt will be allowed per test. No retakes are allowed. **Tests 2 and 4 map to the Social Responsibility Skills Core Objective. Test 6 maps to the Critical Thinking Skills General Education Core Objective and the Teamwork General Education Core Objective.**

There are 16 **Chapter Quizzes (in Cengage)**. You have no time limit on these quizzes, and you are allowed three attempts. Your highest score will be automatically accepted as your grade for that quiz. These quizzes are designed to be a study aid to help you prepare for the tests. Please note the due dates in the **Schedule of Activities**.

An **Ethics Case Study Discussion Board** will be required. You will be given a case study to read and consider. You will prepare your response to the questions posed and then respond to others.

A **Forms of Business Ownership “Thinglink” Discussion Board** will be required. It requires the creation of a Microsoft Thinglink uploaded to the Bb discussion board along with participation with peers. This assignment covers forms of business ownership.

You will be required to complete a **Social Responsibility Assignment. There will be no late work accepted for any project.** In this assignment, you will examine the corporate aspects of social responsibility. You will be graded on the quality of your research and adherence to the guidelines of the project and the creativity of your PowerPoint presentation.

Rubrics for each assignment are located with the assignment. Please refer to the grading rubric for additional guidance on expectations.

The following list summarizes the topics and chapters covered by each test:

- The Business Environment, Ethics (Chapters 1-4)
- Creating a business, Financing a Business (Chapters 6-10)
- Marketing a business (Chapters 11-13)
- Managing a business (Chapters 14-17)

Determination of Course Grade/ Detailed Grading Formula:

Four Tests (100 points each, 4 tests) 400 points

Ethics Case Study Discussion Board 125 points

Forms of Business Ownership Thinglink Discussion Board 125 points

Chapter Quizzes 160 points

Social Responsibility Assignment 150 points

Total Possible Points 960 points

The final grade will be based on the following scale:

- A = 90% of the total points ≥ 864
- B = 80% of the total points 768-863
- C = 70% of the total points 672-767
- D = 60% of the total points 576-671
- F = 59% or less ≤ 671

Only one attempt will be allowed per examination. No retakes are allowed. Three attempts are allowed for each chapter quiz. The highest grade is automatically accepted.

Late Work & Extra Credit/Bonus Policies:

To the extent possible (given limitations by publisher and linking sites), late work will be accepted with a 20% penalty applied. Group Projects will NOT be accepted late under any circumstances. Late work that requires manual grading (Bb assignments with a rubric, generally) will be accepted up until the Sunday prior to the last day of class. Late work that is auto-graded will be accepted up until the day prior to the last day of class.

If you have a personal or emergency situation, please contact me as soon as practical (in advance when possible) and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.

Any bonus points, make-up work, or other accommodations beyond those offered by COM are at the sole discretion of the instructor. Generally, bonus points may be offered for attendance

and the submission of a course evaluation.

Attendance Policy:

Attendance in this Internet driven course is based on the timely submission of weekly assignments. Attendance will be taken each week as determined by the reporting functions in Blackboard. Students will receive credit for 'attending' the class each week based upon the timely submission of an assignment. An assignment may be a discussion board post, a quiz, a test, a project, or any other assigned task within the week as noted on the Schedule of Activities. The last date of attendance will be the last date an assignment was submitted.

Communicating with your instructor:

All electronic communication with the instructor will be through Blackboard or COM email. I strongly prefer COM email over Bb course messages, since course messages does not alert me in any way. Please use COM email for a prompt reply. All electronic communication with the instructor must be through COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Student Learner Outcomes:

Upon successful completion of this course, students will:

Identify major business functions of accounting, finance, information systems, management, and marketing.

Describe the relationships of social responsibility, ethics, and law in business. This course level outcome maps to the **Social Responsibility Skills Core Objective.**

Explain forms of ownership, including their advantages and disadvantages.

Identify and explain the domestic and international considerations for today's business environment: social, economic, legal, ethical, technological, competitive, and international.

Identify and explain the role and effect of government on business.

Describe the importance and effects of ethical practices in business and be able to analyze business situations to identify ethical dilemmas and ethical lapses. This course level outcome maps to the **Critical Thinking Skills Core Objective.**

Describe basic financial statements and show how they reflect the activity and financial condition of a business.

Explain the banking and financial systems, including the securities markets, business financing, and basic concepts of accounting.

Explain integrity, ethics, and social responsibility as they relate to leadership and management.

This course level outcome maps to the **Social Responsibility Skills and Teamwork Skills Core Objectives.**

Explain the nature and functions of management.

Identify strengths, weaknesses, opportunities, and threats of information technology for businesses.

General Education Core Objectives:

Students successfully completing this course will demonstrate competency in the following Core Objectives:

Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

Social Responsibility- to include intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities

Teamwork-to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Table Mapping SLO's, Core Objectives and Assignments:

Student Learner Outcome	Maps to Core Objectives	Assessed via this Assignment
Identify major business functions of accounting, finance, information systems, management, and marketing.		Test 4
Describe the relationships of social responsibility, ethics, and law in business.	Social Responsibility Skills Core Objective	Social Responsibility Group Project
Explain forms of ownership, including their advantages and disadvantages.		Test 2
Identify and explain the domestic and international considerations for today's business environment: social, economic, legal, ethical, technological, competitive, and international.		Test 1

Identify and explain the role and effect of government on business.		Test 1
Describe the importance and effects of ethical practices in business and be able to analyze business situations to identify ethical dilemmas and ethical lapses.	Critical Thinking Skills Core Objective	Ethics Case Study Discussion Board
Describe basic financial statements and show how they reflect the activity and financial condition of a business.		Test 2
Explain the banking and financial systems, including the securities markets, business financing, and basic concepts of accounting.		Test 2
Explain integrity, ethics, and social responsibility as they relate to leadership and management.	Social Responsibility Skills and Teamwork Skills Core Objectives	Social Responsibility Project
Explain the nature and functions of management.		Test 4
Identify strengths, weaknesses, opportunities, and threats of information technology for businesses		Test 4

Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook.

<http://www.com.edu/student-services/student-handbook.php> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns:

If you have a problem in this class, please discuss the issue with me first. If I cannot resolve the problem with you, your next step would be to contact the Department Chair, David Knopp at 409-933-8259 or dknopp@com.edu.

Grade Appeal Process:

Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf.

An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.

https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services:

College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through out Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement:

Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement:

Any student needing counseling services is requested to please contact Holly Bankston in the Student Success Center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Withdrawal Policy:

Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing, student should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last date to withdraw from the 1st 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

If a student wishes to withdraw from the course, it is the student’s responsibility to see that the proper form is completed and turned in by the proper date to withdraw from the class. Failure to attend class does not constitute a withdrawal from the class.

F_N Grading:

The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program:

The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer for you to meet your academic goals.

Technology Outage:

Occasionally the College may experience emergency technology Outages. Should this occur during a Quiz/Exam, you will need to notify the instructor that you will need the Quiz/Exam to be reset. In the case of this or a personal technology issues, students are expected to contact the instructor as soon as reasonably possible. Students are responsible for completing all other course work such that due dates can be met.