



Course Number and Section ([BUSI-1301-012I1-FA2024](#))
BUSI-1301 (Business Principles)
Course Semester (Fall 2024)
Online & Asynchronous

Instructor Information:

Chris Bilec
Adjunct Professor of Business
cbilec@com.edu

Student hours and location: Online & Asynchronous

Required Textbook/Materials: This course is inclusive of the digital textbook, which is made available in OpenStax and through the OpenStax link inside BrightSpace D2L. No access code is required for this course.

Introduction to Business, 2022
Gitman, McDaniel, Shah, Reece, Koffel, Talsma, & Hyatt
OpenStax
ISBN-10: 1-947172-55-7
ISBN-13: 978-1-947172-55-5

Course Description: (catalog 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: (including description of any special projects or assignments): There are 16 Chapter Quizzes (in BrightSpace). 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.

Determination of Course Grade/Detailed Grading Formula: (methods of evaluation to be employed to include a variety of means to evaluate student performance)

Chapter Quizzes..... 160 points

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

1st Half of Entrepreneurial Presentation... 220 points

Entrepreneurial Assignment..... 220 points

Total Possible Points..... 1000

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.

The final grade will be based on the following scale:

A = 90+% of the total points	≥ 900
B = 80%-89% of the total points	800-899
C = 70%-79% of the total points	700-799
D = 60-69% of the total points	600-699
F = less than 60% of the total points	≤ 599

Late Work, Make-Up, and Extra-Credit Policy:

Attendance Policy:

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Explain forms of ownership including their advantages and disadvantages.	Personal Responsibility	Entrepreneurship Presentation
2. Explain the nature and functions of management	Personal Responsibility	

Academic Dishonesty: (Describe your academic dishonesty policy and state consequences if it is violated)

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact [insert name and title of direct supervisor] at [phone number/email address].

Course outline: (include calendar with lecture topics, due dates)

Class Dates						
Start	Stop	Required Reading	Test	Projects	Chapter Quizzes	Due Date
19-Aug	25-Aug	Chapter 1 & 4			Chapter 1 & 4	25-Aug
26-Aug	2-Sep	Chapt 5&6	Chap 1,4,5,6		Chapt 5&6	2-Sep
2-Sep	10-Sep	Chapter 7&8		Entrepreneurial Assignment	Chapter 7&8	10-Sep
9-Sep	18-Sep	Chapter 9&10	Chap. 7-10		Chapter 9&10	18-Sep
16-Sep	26-Sep	Chapter 11&12			Chapter 11&12	26-Sep
23-Sep	4-Oct	Chapt 14&15	Chapt 11,12,14,15	Final Entrepreneurial Assignment	Chapt 14&15	4-Oct

Institutional Policies and Guidelines

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://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

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 our 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:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

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.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 2. The last date to withdraw from the 16-week session is November 15. The last date to withdraw for the 2nd 8-week session is November 26.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN 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 in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.