



BUSI-1301-001IN-FA2023
Business Principles
Fall 2023
Internet

Instructor Information:

Matthew Max Freeman Jr.
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(409)-933-8311 Main Office

Student hours and location:

ICB 305, TEAMS, Bongo virtual classroom tool, D2L chat or by email appointment

Monday by appointment only

Tuesday 5:00 pm – 6:00 pm

Wednesday 5:00 pm – 6:00 pm

Thursday by appointment only

Friday by appointment only

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.

Hardcopy textbooks may be new, used, or rented and can be purchased from multiple sources. This textbook is available through OpenStax. 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:

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:

The course is divided into four sections. For all tasks, please refer to the Schedule of Activities for due dates, point values, and other information.

Tests

Four tests (in BrightSpace) will be covering the chapters in the textbook. Face-to-face students will be administered these tests in the classroom using BrightSpace D2L. A list of the chapters covered by each test is provided in the Schedule of Activities. 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.

Quizzes

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. These quizzes are designed to be a study aid to help you prepare for the tests.

Discussion Board

An Ethics Case Study Discussion Board (in BrightSpace) 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. Be sure to use the rubric attached within the course.

Projects

A Forms of Business Ownership Presentation (in BrightSpace) will be required. It entails the creation of a presentation related to a form of business ownership. It will be uploaded to the BrightSpace assignment area. Be sure to use the rubric attached within the course.

An Entrepreneurial Assignment (in BrightSpace) will be required. It entails describing the financial condition of a business along with its relationship to the banking and financial systems. There will be no late work accepted for this project. Be sure to use the rubric attached within the course. Please refer to the grading rubric for additional guidance on expectations.

Determination of Course Grade/Detailed Grading Formula:

Chapter Quizzes.....	160 points
Four Tests (100 points each, 4 tests).....	400 points
Ethics Case Study Discussion Board.....	150 points
Forms of Business Ownership Presentation...	145 points
Entrepreneurial Assignment.....	145 points
Total Possible Points.....	1000 points

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

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, Make-Up, and Extra-Credit Policy:

Missed work immediately receives a "0". Students are responsible for contacting the instructor about making it up. Make-up work will be determined on a case-by-case basis in a manner that the instructor deems fair and equitable to the entire class. Late work normally receives a 20% penalty.

- If accepted, the final day for auto-graded late work will be the day prior to the last day of class.
- If accepted, the final day for manually graded late work will be the Sunday prior to the last day of class.
- The Entrepreneurial Assignment will NOT be accepted late under any circumstances. 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.

Attendance Policy:

Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom. The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook. Attendance in an 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 BrightSpace D2L. 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. Attendance will be tracked in the gradebook.

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.

All electronic communication with the instructor must be through D2L or COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means (no external email). The virtual classroom tool, D2L chat, office phone, and face-to-face meetings are other means of communication. Please allow the faculty 48 business hours to reply to COM email communications.

Student Learner Outcome	Maps to Core Objectives	Assessed via this Assignment
Identify major business functions of accounting, finance, information systems, management, and marketing.	<ul style="list-style-type: none"> • Personal Responsibility 	Quizzes: 6; 11; 13; 14
Describe the relationships of social responsibility, ethics, and law in business.	<ul style="list-style-type: none"> • Communication Skills • Personal Responsibility • Social Responsibility 	Ethics Case Study Discussion
Explain forms of ownership, including their advantages and disadvantages.	<ul style="list-style-type: none"> • Communication Skills 	Forms of Business Ownership Presentation
Identify and explain the domestic and international considerations for today's business environment: social, economic, legal, ethical, technological, competitive, and international.	<ul style="list-style-type: none"> • Communication Skills • Personal Responsibility • Social Responsibility 	Ethics Case Study Discussion

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. <https://www.com.edu/student-services/student-handbook.html> 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.


10 Types of Plagiarism - YouTube <https://www.youtube.com/watch?v=EF5eFeJMplA>

How to Avoid Plagiarism in 5 Easy Steps - YouTube <https://www.youtube.com/watch?v=WV2-cmi19sg>

What is Self Plagiarism - Research Prospect <https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiari>

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 Andrew Gregory, Department Chair, Business and Accounting at 409-933-8339 or agregory2@com.edu.

Course outline:

Principles of Business			BUSI 1301 - Fall 2023				
Schedule of Activities (16-week course)							
			Class Dates	Required Reading	Tests (WED IN CLASS for CL students)	Discussion Boards	Projects
Week 1 (Aug 28-Sept 3)	Chapter 1		Introduction DB (no grade)		Chapter 1	09/03/23	
Week 2 (Sept 4-10)	Chapter 2				Chapter 2	09/10/23	
Week 3 (Sept 11-17)	Chapter 3				Chapter 3	09/17/23	
Week 4 (Sept 18-24)	Chapter 4	Test 1 (Ch. 1-4)			Chapter 4	09/24/23	
Week 5 (Sept 25-Oct 1)	Chapter 5		Ethics Case Study <i>(opens Week2)</i>		Chapter 5	10/01/23	
Week 6 (Oct 2-8)	Chapter 6				Chapter 6	10/08/23	
Week 7 (Oct 9-15)	Chapter 7				Chapter 7	10/15/23	
Week 8 (Oct 16-22)	Chapter 8	Test 2 (Ch. 5-8)			Chapter 8	10/22/23	
Week 9 (Oct 23-29)	Chapter 9				Chapter 9	10/29/23	
Week 10 (Oct 30-Nov 5)	Chapter 10			Forms of Ownership Presentation <i>(opens Week 6)</i>	Chapter 10	11/05/23	
Week 11 (Nov 6-12)	Chapter 11				Chapter 11	11/12/23	
Week 12 (Nov 13-19)	Chapter 12	Test 3 (Ch. 9-12)			Chapter 12	11/19/23	
Week 13 (Nov 20-26)	Chapter 13				Chapter 13	11/26/23	
Week 14 (Nov 27-Dec 3)	Chapter 14				Chapter 14	12/03/23	
Week 15 (Dec 4-10)	Chapter 15			Entrepreneurial Assignment <i>(opens Week 11)</i>	Chapter 15	12/10/23	
Week 16 (Dec 11-14)	Chapter 16	Test 4 (Ch. 13-16)			Chapter 16	12/14/23	
Point Values				Important Notes			
Activity	Point Value	# of Activities	Total Points	Late Work, if accepted, normally receives 20% penalty (See Syllabus for Limitations)			
Chapter Quizzes	10	16	160	Chapter Quizzes - 3 attempts allowed, no time limit, highest attempt saved.			
Tests	100	4	400	Test - 1 attempt only; <i>online by Sunday for IN students; Wednesday in class for CL students</i>			
Discussion Board	150	1	150	Discussion Board - post assignment and then 2 responsive posts to peers			
Projects	145	2	290	Forms of Ownership Presentation & Entrepreneurial Assignment			
Total Possible Points			1000	Any bonus points are at the discretion of the instructor. (See Syllabus)			

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 [Student Handbook 2023-2024 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 at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the 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 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

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.

