



BUSI 1305-027IN
Business Principles
Summer 2021
Online

Instructor Information: Bob Mauk, MBA & M. of Accounting

ALL electronic communication with me must be through your COM email to rmauk@com.edu.
My COM email is sent to my phone and computer. This insures that you will receive a response in a reasonable amount of time. I do not monitor Bb course messages and I am not alerted in any way, so please do not use it.

Student hours and location: Online

Required Textbook/Materials:

The course will use electronic (e-text) versions of the text listed below. Use of the electronic texts will save money for the student, and not require the books to be carried to and from class. A flash drive or cloud storage is recommended but not required to save/access your work.

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:

Mindtap Chapter Assignments, Concept Quizzes, and Media Quizzes
Discussion Posts
Exams

Determination of Course Grade/Detailed Grading Formula:

60%	Exams
40%	Homework & Discussion Board Posts

Grading Scale

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60
FX	F earned by excessive absences

The Blackboard gradebook will have all scores as they are accumulated throughout the semester to Blackboard so the student can see all scores in the preferred location. The final grade and individual scores are retained in Blackboard as part of the students' official records. It is the student's responsibility to use these tools to be aware of the due dates and requirements for all assignments and tests.

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

Once an assignment due date has lapsed, if the assignment is reopened there will be a 10% late penalty.

Attendance Policy:

This is an online course with no scheduled class meeting period. It is your responsibility to complete all assigned coursework by each due date as posted in SIMnet or Blackboard.

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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Identify major business functions of accounting, finance, information systems, management, and marketing.		Exams 1,2,3 & 4
2. Describe the relationships of social responsibility, ethics, and law in business.		Exam 1
3. Explain forms of ownership, including their advantages and disadvantages.		Exam 2
4. Identify and explain the domestic and international considerations for today's business environment: social, economic, legal, ethical, technological, competitive, and international.		Exam 1
5. Identify and explain the role and effect of government on business.		Exams 1,2,3 & 4
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.		Exam 2
7. Describe basic financial statements and show how they reflect the activity and financial condition of a business.		Exam 3
8. Explain the banking and financial systems, including the securities markets, business financing, and basic concepts of accounting.		Exam 3
9. Explain integrity, ethics, and social responsibility as they relate to leadership and management.		Exam 4
10. Explain the nature and functions of management.		Exam 4
11. Identify strengths, weaknesses, opportunities, and threats of information technology for businesses.		Exam 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.

Plagiarism

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 will receive a **grade of zero** and the student may be referred to the Office of Student Conduct for the appropriate disciplinary action.

Classroom Etiquette:

Please put your cell phone on silent or mute when you enter class. If you forget to put it on silent, and your cell phone rings, do not answer it in class, turn it off or send it to voicemail. If you must return the call, then excuse yourself from the classroom. **Please do not text or email during class, it is distracting for you, and your classmates. It is a proven fact that people do not multi-task. What they do is switch rapidly from one task to another, and in the process, they lose focus on what is important, which in this case is paying attention in class.**

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. It is the expectation of the college that each student assumes the responsibility to follow college policies and procedures governing campus and classroom/online classroom conduct.

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 at agregory2@com.edu.

Course outline:

Please follow the Course Schedule.

BUSI 1301 – Business Principles Summer 2021	
Class Dates	Course Content*
7/12 – 7/18	Discussion Board Posts: Introduction, Jordan Peterson: Earning Your Knowledge, Rich Dad Poor Dad, and Ethics and Virtue. Ch 1 - Homework Ch 2 - Homework Ch 3 - Homework Concept Check Quizzes: Ch 1 – 3 Online Open Book
7/19 – 7/25	Discussion Board Posts: Leadership – The Power of Why, Simon Sinek – Leaders Eat Last, Make Your Bed Every Day, and Who Moved My Cheese. Ch 4 - Homework Ch 5 - Homework Ch 6 - Homework Concept Check Quizzes: Ch 4 – 6 Online Open Book
7/26 – 8/1	Discussion Board Posts: Self Talk and Personal Growth, Maslow’s Hierarchy of Needs, and Sexual Harassment. Ch 7 - Homework Ch 8 - Homework Ch 9 – Homework Concept Check Quizzes: Ch 7 – 9 Online Open Book
8/2 – 8/8	Discussion Board Posts: 7 Habits of Highly Effective People, One Minute Manager, Situational Leadership, and As a Man Thinketh. Ch 10 - Homework Ch 11 - Homework Ch 12 - Homework Concept Check Quizzes: Ch 10 – 12 Online Open Book
8/9 – 8/12	Discussion Board Posts: Stock Market, Federal Reserve & Fiscal Policy Ch 13 - Homework Ch 14 - Homework Ch 15 - Homework Concept Check Quizzes: Ch 13 – 15 Online Open Book Class ends Thursday, August 12.
Course content subject to change. Final grades submitted 8/13/21	

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://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 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 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 set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 5-week summer session is July 6. The last date to withdraw from the 10-week summer session is August 2. The last date to withdraw for the 2nd 5-week summer session is August 6.

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 in order for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Collaborative Work

Quizzes, training/exam assignments, and projects must be completed individually.

The nature of this class requires some collaboration and communication with your peers via discussions and other activities. While students can consult with each other about strategies and resources, you must complete all work on the assignments yourself.

For this class, it is permissible to assist classmates if you can meet, either in person or via the communication tools (discussion topics, chat). Each person **MUST**, however, develop his/her own solutions to the assignments and projects. In other words, students may not "work together" on to complete a joint graded assignment. Such collaboration constitutes cheating. There are no team assignments in this class. A student may not use or copy (by any means) another's work (or any portions of it) and represent it as his/her own.

Troubleshooting

Distance Education Support Center: The Distance Education Department, in its goal to improve services to students, has created a new online Blackboard Support . You can request assistance ("Submit a Ticket") or locate DE phone numbers. In most cases, submitting a ticket is the fastest way to obtain a response from DE staff. Click here to complete a form for a password reset.

Access to Computers:

If you experience personal computer problems or your Internet service provider is offline, try:

- WIFI access at a COM parking lot
- WIFI access at a restaurant to coffee shop parking lot
- WIFI access at a public library

Backup Copies of Assignments:

You are responsible for keeping copies of all assignments turned in to the course as well as returned assignments.

Technical Outage Policy:

Our reliance on the Blackboard servers is an integral part of this course but there might be times during the term when a server is not available. If there is an ongoing disruption that prevents you from completing an assignment, e-mail the instructor screenshots of the error messages you are receiving and include specific times you are trying to log into the system.

These will be used to determine the nature of the problem. Many problems within Blackboard are based on high usage (too many people online at the same time). Try your activity 30- minutes later, and you are likely to be successful. If, however, problems persist, submit all technical problems to Distance Education through Blackboard Support.