

# **BUSI 1301: Business Principles**

## Syllabus – Spring 2024 Hybrid

<b>Instructor:</b>	Michela Heth   M.S.A., M.B.A.	<b>Office Hours:</b>	<i>Monday/Wednesday</i>
<b>E-mail:</b>	<a href="mailto:mheth@southplainscollege.edu">mheth@southplainscollege.edu</a>		9:00-11:00 a.m.   12:15-12:45 p.m.
<b>Office:</b>	Technology Center 104B (Levelland)		<i>Tuesday/Thursday</i>
<b>Classroom:</b>	Levelland – TC212		10:45 a.m. – 12:15 p.m.
	Lubbock Downtown Center – B023		<i>Friday</i>
			9:30-10:30 a.m.

*For e-mails to the instructor, the subject line **MUST** include:  
**Name, Course Number & Course Section (i.e. M. Heth, ACCT-2301-001)***

Students can expect a response from the instructor within one (1) business day, per SPC policy. Additional resources for the class are listed under “**Course Resources**” in the Blackboard course menu.

## **Course Materials**

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

- Purchase Cengage Unlimited with access to Online Learning Platforms - \$129.99 (1 term)
- 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 the 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/financial-managerial-accounting-15e-warren/9781337902663PF/>. Additional purchase instructions are provided separately on the Blackboard “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 transfer 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 regularly 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 (both face-to-face and online pieces). 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: *Unit # > 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 through Cengage online, 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 discussion groups, forums, bulletin boards, e-mail programs, and/or chat rooms 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 & 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.*

## 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 before the test window. If you have special needs for taking tests, please contact your instructor or special services during the 1<sup>st</sup> 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 & Class Activities (3 absences permitted per semester)		200
Syllabus Agreement & Introductions		15
Chapter Homework & Assignments		275
Chapter Quizzes		225
Exam 1 / Exam 2 / Exam 3 / Exam 4 (75 points <u>each</u> )		300
Final: Comprehensive Exam – 75 possible replacement points		TBD
<b>Possible Points</b>		<b>1,015</b>
<i>POINTS EARNED</i>	<i>COURSE GRADE</i>	
900 or more	A	
790 – 899	B	
690 – 789	C	
590 – 689	D	
Below 589	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. Business Principles only meets once each week, and 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 attended the class by the official census date (12<sup>th</sup> class day) will be administratively dropped.

The last day to withdraw/drop with a grade of "W" is **April 25, 2024**. 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): BUSI-1301

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 for BUSI-1301 at South Plains College*

Not applicable.

### *Learning Outcomes for Business Principles*

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, laptops, or other electronic devices allowed** in the classroom unless otherwise directed by the instructor. Students are responsible for bringing appropriate materials to effectively take notes and complete handouts during the class.

### *2023-2024 Course Syllabi Statements*

- Syllabus Statements (southplainscollege.edu): [www.southplainscollege.edu/syllabusstatements/](http://www.southplainscollege.edu/syllabusstatements/)

### Student Conduct

The South Plains College 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

For information and guidance relating to COVID-19, and processes at South Plains College, please visit <https://www.southplainscollege.edu/emergency/covid19-faq.php> for the most up-to-date resources.

If you are experiencing any COVID-19 symptoms, please notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness in Health Services, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376.

## Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences 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.

## Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

## Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 S. College Avenue, Box 5, Levelland, TX 79336. The phone number is (806) 716-2360.

## Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a *Title IX pregnancy accommodations request*, along with specific medical documentation, to the Health and Wellness Office. Once approved, a notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at (806) 716-2529 or e-mail [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.