

Clarendon College

Division of Science and Health
Business Department

BUSI 1301- Business Principles
Summer I 2019

Course Syllabus

Meeting Time: Summer I Semester 2019

Meeting Place: Online via Moodle Rooms

Instructor: Mrs. Brandi Havens

Office Hours: Please communicate through email or course messaging.

Contact Information:

Phone: 806-874-4804 (Office Phone)

Email: brandi.havens@clarendoncollege.edu

Office: Clarendon Campus – Administration Bldg West End

Course Messages: Prefer to communicate through email.

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.

Statement of Purpose:

This course partially satisfies the requirements for the Associates degree at Clarendon College as an elective and is designed for transfer to a senior college.

Required Text:

Course will be taught through resources provided through the LoudCloud online course management link.

Methods of Instruction:

This online course uses LoudCloud as its online course management program. All instructions, exams, and assignments are provided at the course website. The course website is located as a link through Moodlerooms.

To log into your course website go to [Clarendon College's](#) home page, and click on the **Online Classes** button. If you have any difficulty logging in, email our help desk at: administrator@clarendoncollege.edu

All assignments will be submitted at the course website. Due dates for all assignments are listed in the "Course Schedule" at the course website and at the end of this syllabus.

Communication between you and your instructor will be handled through email and discussion forums. Communication between you and fellow classmates will be handled through discussion forums. You will be able to log into the course website once you have officially registered for the course and once you have been added to the course website. The course website will become available to you by the first day of the semester.

Core Objectives:

- CT=Critical thinking skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- COM = Communication skills – to include effective written communication.

Learning Outcomes:

Upon successful completion of this course, students will:

1. Identify major business functions of accounting, finance, information systems, management, and marketing. (Assessed in Chapter 1 Quiz.)
2. Describe the relationships of social responsibility, ethics, and law in business. (Assessed in Chapter 4 Quiz.)
3. Explain forms of ownership, including their advantages and disadvantages. (Assesses CT and COM in Chapter 5 Assignment.)
4. Identify and explain the domestic and international considerations for today’s business environment: social, economic, legal, ethical, technological, competitive, and international. (Assesses CT and COM in Chapter 3 Assignment.)
5. Identify and explain the role and effect of government on business. (Assesses CT and COM in Chapter 6 Assignment. Assessed in Chapter 2 Quiz.)
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. (Assesses CT and COM in Chapter 4 Assignment.)
7. Describe basic financial statements and show how they reflect the activity and financial condition of a business. (Assesses CT and COM in Chapter 17 Assignment.)
8. Explain the banking and financial systems, including the securities markets, business financing, and basic concepts of accounting. (Assessed in Chapter 20 Quiz.)
9. Explain integrity, ethics, and social responsibility as they relate to leadership and management. (Assessed in Chapter 4 Assignment.)
10. Explain the nature and functions of management. (Assesses CT and COM in Chapter 7 Assignment. Assessed in Chapter 8 Quiz.)
11. Identify strengths, weaknesses, opportunities, and threats of information technology for businesses. (Assesses CT and COM in Chapter 9 Assignment.)

Grading Policies:

In your Moodle gradebook, assume that any activity you did not complete is a zero, even if a hyphen appears beside the activity in the gradebook. The current course average shown in the gradebook will not be correct until all grades (or zeroes) have been placed in the gradebook.

<p>The final grade in this course will be determined by the following weighted categories:</p> <ul style="list-style-type: none"> • Average of Chapter Quizzes = 25% (lowest grade dropped) • Average of Discussion Forums = 25% (lowest grade dropped) • Average of Chapter Assignments = 35% (lowest grade dropped) • Final Exam = 15%
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I have the prerogative to increase your final grade by a letter grade if you meet the following conditions:

- Your final grade is within two points of the next highest grade
- You have shown remarkable effort throughout the course by submitting all graded work and taken all exams.

Your final course grade will be determined as set in the current catalog:

- 90 to 100..... A
- 80 to 89..... B
- 70 to 79..... C

60 to 69..... D
59 and below.....F

Required Final Exam:

According to the college catalog, “no student is excused from any final examination for any reason. Absence from a final examination without a valid reason may result in a grade of ‘F’ for the course.”

You may apply to the VP of Instruction to take a final exam early. To do so, you must obtain an Early Final Exams form from the VP’s office, fill it out, and have it signed by the appropriate personnel.

Due Dates and Late Work Policy:

The course content is divided into textbook chapter units with due dates clearly specified on the Course Schedule and Calendar in your Moodle course as well as with the heading at the top of each chapter unit. All work will be submitted electronically at our course website. Instructions for where and how to submit graded work are listed in the course content. **Graded work for each unit is due by 11:55 p.m. (Central Standard time) on the dates specified in the Tentative Course Schedule and in the course content.**

No work can be submitted late. However, I realize that sometimes “life” happens and unavoidable emergencies occur. Therefore, the **lowest grade for each major grading component** (discussion forums, assignments, and chapter quizzes) **will be dropped** before the final course grade is calculated. That way even if you have to miss submitting a few graded activities, those zeroes can be dropped.

There are no exceptions, so plan accordingly and don’t wait until the “last minute” to try to complete your work. Reserve the times when you might not be able to submit work for real emergencies.

Checking Your Grades:

Grades to individual assignments will be shown in Moodle. Assignments will be graded as quickly as possible as assignments are submitted.

Class Participation and Attendance:

Required Enrollment Verification Activity:

Students must complete the syllabus agreement and enrollment verification activity prior to being able to proceed in the course. Failure to complete these items by the specified due date could cause a student to forfeit Financial Aid. The census date for this term can be located on the academic calendar located on the Clarendon College website.

Online Attendance Policy:

Regular attendance is mandatory in all online courses. Specific activities will be identified each week or during each chapter that must be completed in order for students to be considered “in attendance.” Failure to complete these assignments can result in forfeiture of Financial Aid and failure of the class.

My Attendance Policy:

For this course, I will submit an attendance report each Monday and on the census date. Students who are following the online attendance policy are marked “present.”

Withdrawal:

If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. (The last day to drop a course is available on the Academic Calendar, located on the Clarendon College website.) Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive whatever grade you have earned.

Whether to drop a class or not requires a lot of thought. According to Texas state law a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6th dropped class, he/she will no longer be able to withdraw from any classes.

If you think you need to drop this course, please talk with me about it first. It is possible that there is something you can do to still pass the course. Don't hurt your chances for a passing grade in the course by not turning in assignments or missing exams before we have discussed your situation.

Classroom Expectations:

This course spans over a 5 ½ week period, while covering the same amount of work as a long semester. Students should expect to spend approximately 17-26 hours per week on this course to achieve successful completion.

Classroom Conduct:

Students are expected to conduct themselves in a responsible manner that allows all those enrolled to learn effectively. All posts and correspondences are expected to be polite and maintain a professional manner. There will be no tolerance for inappropriate language.

Academic Integrity Policy:

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense.

Academic dishonesty violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) observing the work of another during an examination or providing answers to another during the course of an examination; (4) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (5) entering an office, classroom, laboratory, or building to obtain unfair advantage; (6) taking an examination for another person; (7) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (8) altering grade records; (9) using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory exercise; and/or, (10) plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the associate vice president, and/or the vice president. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty. Additionally, any student who reports him/herself in violation of this code before it is likely that another might consider this possibility will be understood as repentant and acting in good faith. Though the confession will not excuse the student for the violation, the confession will be considered and the violation should not result in suspension from school except in the most extreme cases.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice President of Instruction. The Vice President of Instruction will maintain a file on all violations. If a faculty member prefers to report the case directly to the Vice President of Instruction, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported by the faculty member, in writing, to the Vice President of Instruction. If the Vice President of Instruction observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice President of Instruction is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice President of Instruction is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Vice President of Student Services.

My Personal Policy on Academic Integrity:

There will be zero tolerance for cheating of any type. Cheating on any assignment will result in earning an automatic zero on the assignment.

American with Disabilities Act Statement:

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services. We will work with you to make whatever accommodations we need to make.

Student Rights and Responsibilities:

Student Rights and Responsibilities are listed on the College website at:

<http://www.clarendoncollege.edu/Resources/Student%20Services/StudentRightsResponsibilities.pdf>.

**Course Outline and Schedule:
Tentative Course Schedule
BUSI 1301 – Summer I 2019**

This **Course Schedule** identifies which activities must be completed to be considered “in attendance.” If due dates change, you will be notified via your email as listed in your student information.

Note: Activities highlighted in yellow will be used to determine weekly attendance.

Due by Sunday, June 9 (11:55 p.m.)

- **Syllabus Agreement EVA** (*Submit this activity to be considered “in attendance” by census date.*)

Due by Sunday, June 9 (11:55 p.m.)

- **Role of Business and the Economic Environment Discussion Forum** (*Complete this activity to be considered “in attendance” this week.*)
- Role of Business and the Economic Environment Assignment
- Role of Business and the Economic Environment Quiz

Due by Wednesday, June 12 (11:55 p.m.)

- **Global Environment Discussion Forum** (*Complete this activity to be considered “in attendance” this week.*)
- Global Environment Assignment
- Global Environment Quiz

Due by Wednesday, June 12 (11:55 p.m.)

- **Financial Markets and Systems Discussion Forum** (*Complete this activity to be considered “in attendance” this week.*)
- Financial Markets and Systems Assignment
- Financial Markets and Systems Quiz

Due by Sunday, June 16 (11:55 p.m.)

- **Legal Environment of Business Discussion Forum** (*Complete this activity to be considered “in attendance” this week.*)
- Legal Environment of Business Assignment
- Legal Environment of Business Quiz

Due by Sunday, June 16 (11:55 p.m.)

- **Business Ethics Discussion Forum** (*Complete this activity to be considered “in attendance” this week.*)
- Business Ethics Assignment
- Business Ethics Quiz

Due by Wednesday, June 19 (11:55 p.m.)

- **Business Ownership Discussion Forum** (*Complete this activity to be considered “in attendance” this week.*)
- Business Ownership Assignment
- Business Ownership Quiz

Due by Wednesday, June 19 (11:55 p.m.)

- **Entrepreneurship Discussion Forum** (*Complete this activity to be considered “in attendance” this week.*)

- Entrepreneurship Assignment
- Entrepreneurship Quiz

Due by Sunday, June 23 (11:55 p.m.)

- **Management Discussion Forum** (Complete this activity to be considered “in attendance” this week.)
- Management Assignment
- Management Quiz

Due by Sunday, June 23 (11:55 p.m.)

- **Motivating Employees Discussion Forum** (Complete this activity to be considered “in attendance” this week.)
- Motivating Employees Assignment
- Motivating Employees Quiz

Due by Wednesday, June 26 (11:55 p.m.)

- **Teamwork and Communication Discussion Forum** (Complete this activity to be considered “in attendance” this week.)
- Teamwork and Communication Assignment
- Teamwork and Communication Quiz

Due by Wednesday, June 26 (11:55 p.m.)

- **Managing Processes Discussion Forum** (Complete this activity to be considered “in attendance” this week.)
- Managing Processes Assignment
- Managing Processes Quiz

Due by Sunday, June 30 (11:55 p.m.)

- **Marketing Discussion Forum** (Complete this activity to be considered “in attendance” this week.)
- Marketing Assignment
- Marketing Quiz

Due by Wednesday, July 3 (11:55 p.m.)

- **Human Resource Management Discussion Forum** (Complete this activity to be considered “in attendance” this week.)
- Human Resource Management Assignment
- Human Resource Management Quiz

Due by Sunday, July 7 (11:55 p.m.)

- **Accounting and Finance Discussion Forum** (Complete this activity to be considered “in attendance” this week.)
- Accounting and Finance Assignment
- Accounting and Finance Quiz

Due by Tuesday, July 9 (11:55 p.m.)

- Final Comprehensive Exam (Will be available beginning at 6 a.m. Sunday, July 7)