

South Plains College
Common Course Syllabus: Business Principles - BUSI 1301

Department: Business Administration

Discipline: Business

Course Number: BUSI 1301

Course Title: Business Principles

Available Formats: Face to Face, Online

Campuses: Levelland, Dual-Credit, Online

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.

Prerequisite: N/A

Credit Hours: 3 **Lecture:** 3 **Lab:** 0

Textbook: Foundations of Business - 6th Edition; Pride/Hughes/Kapoor with Cengage (Publisher = Cengage)

Student Learning Outcomes: Upon successful completion of this course, students will:

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 condition of a business.
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.

Attendance Policy:

Instructors will create an attendance policy that is consistent with the “Class Attendance” policies stated below in the *SPC General Catalog*:

[Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.]

A student who stops attending AND stops completing assignments, must take the responsibility of contacting the Registrar’s Office to drop the class.

I do not drop students for non-attendance. It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending and do not complete the coursework will receive an F at the end of the semester.

PLEASE NOTE: The last day to drop this course is Thursday, April 28, 2022

Be advised – I do not accept late work for any reason.

Student will be counted absent for an entire class period (after 1 warning) for the following:

- Texting during class
- Instant Messaging during class
- Sleeping during class
- Excessive Tardiness (After 2nd)
- Leaving class early
- Off topic/disruptive, excessive discussion with other students

Plagiarism and Cheating: 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.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither 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.

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.

Disability 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, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: 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 College Avenue, Box 5, Levelland, TX 79336. Phone number 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 Director of Health and Wellness. Once approved, 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 Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

TexBook Program: This course is in the SPC TexBook program, **so you do not need to purchase a textbook or access code for this course.**

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by RedShelf or other links inside your Blackboard course. RedShelf (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
- **Help with TexBook** issues and support: check with your professor and/or contact <https://solve.redshelf.com/hc/en-us/requests/new>
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course [textbook/digital content] and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

***Please consult with your professor before deciding to opt-out.**

If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to tfewell4texasbookcompany@gmail.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: tfewell@texasbook.com / Phone: 806-716-2399

Email: agamble@texasbook.com / Phone: 806-716-4610

COVID-19: If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

COURSE TITLE: BUSI 1301 Business Principles

INSTRUCTOR: Lauren Gregory

OFFICE LOCATION Technology Center 211B, Levelland, (806) 716-2249

AND PHONE/E-MAIL: E-mail: Through Blackboard BUSI 1301 Course

OFFICE HOURS: To be announced and posted on office door

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

I. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

Textbook and Supplies:

Foundations of Business - 6th Edition; Pride/Hughes/Kapoor with
Cengage MindTap Access Code (Publisher = Cengage)

Inclusive Access: All of you have the electronic textbook and digital homework already paid for through your tuition! Which is awesome! You will have first day access to your E-Textbook and homework assignments through this Blackboard course!!

Required Course Materials- Blackboard integrated Technology: MindTap

You have already bought access to **MindTap: Introduction to Business** through your tuition! You do not need to buy any additional items for this class! Through this course, you are enrolled in Cengage Unlimited – a digital subscription service. With Cengage Unlimited you can access ANY Cengage materials you are using across ALL of your courses AND a library of 22,000+ online textbooks, study guides and reference materials.

If you would like to rent a physical textbook, you can do so through the Cengage website for \$7.99 or through the bookstore at their price. I will give out more instructions for this as the first day starts!

Getting Registered

To access your course materials and explore Cengage Unlimited, login to Blackboard and click on the left hand link on the homepage that says **Cengage MindTap/Weekly Assignments**. When prompted, login with your Cengage account and follow the steps to complete the registration process. (or register for Cengage, if you have never used the website before)

To access the Unlimited Dashboard from your Cengage course materials, click 'My Home'. Once you have accessed your course materials through Blackboard, your dashboard will be populated with your course materials. You can add additional resources by using the search bar or 'Register another course or product'.

If you need help getting access to Cengage Unlimited, please reach out to Cengage's Help Desk .

Additional Registration Support

Should you need additional guidance, please click [here](#) to view a student quick start guide with detailed instructions.

- A. I will contact you as a class through Blackboard (will discuss on first day of class) and also Remind 101 through text message/email.

We will go over [Remind 101](#) as a class during the first class week and sign up for this text service – I will text you often, for important reminders, or if I am ill etc. --

- B. Professional Behavior:

This classroom is a PROFESSIONAL environment, and I treat it as such. Business students in particular must understand how to conduct themselves in a professional environment. I expect exceptional behavior from ALL of my students! I consider this course to be your job – and I expect behavior to reflect that – if you are late to your job, or turn in work late in the real world, you would be terminated from that job/career – I take on the same assumptions in this course. Please be mindful of the attendance policy, and the “NO LATE WORK ACCEPTED” policy, as I do NOT make ANY exceptions to these rules!

- C. Assignment Policy: Students are responsible for all class work and notes covered during absences from class with no exceptions. Students are also responsible to be adequately prepared before each class—all reading assignments, cases, etc. If absent, student should contact immediately another student in the class and/or the instructor to receive notes and assignments.

- D. Grading Policy/Procedure and/or methods of course evaluation:

1. **Chapter Exams (30%):** There will be four major chapter exams plus the comprehensive final exam. Each exam will cover both lecture and textbook assignments. Students are responsible for all textbook material assigned and to be prepared to be tested over this material whether or not it is specifically covered during class. The major exams will be announced in advance. **NO MAKE-UP EXAMS WILL BE GIVEN.**

The final exam will be comprehensive and will either replace the lowest score of the major exams (even if the final exam score is lower) or replace one missed major exam. A student may be exempt from taking the final exam if no exams have been missed and the student has an “A” average in May. If the student is not exempt from the final and does not take the final exam, student’s final average will be lowered one letter grade.

2. **‘Business’ Homework Assignments, Current Event Topics, Quizzes etc. (45%):** Assignments will include the following (varying with the chapters): study guides, chapter outlines, questions and cases, team work etc. Due dates for these will be given with each assignment. Most homework will be completed in Mind Tap—instructions for this will be detailed in the first week of class. In class quizzes may be given (there will be no make-up on these). **NO MAKE-UP/LATE WORK WILL BE ACCEPTED.** If a student misses a daily grade, he/she will be given the grade of a zero; however, one daily grade will be dropped at the end of the semester allowing for an absence. The only exception is available to students in sponsored SPC athletics or activities. I must have a note from your coach or sponsor!

3. **Introduction Assignment (during class time - first week of semester) (2.5%)**
Introduction during class discussion.

Name

Major

Spare time activities (or if you had spare time, what would you do?)

Favorite class so far and why

Least favorite class so far and why

Business or work area interests or career goals

4. **Syllabus Summary Discussion Assignment (due 1/23/22, 11:55PM) (2.5%)**
Submit an approximate one paragraph summary of this syllabus to me using the Blackboard discussion link. The subject line of your discussion post should read "Syllabus summary—Your name". Do not include in the summary such things as my contact information, etc. that I already know. Include things you feel most important to remember during the semester. At the bottom of your summary, please state that you agree to the syllabus guidelines and put the current date by your name.

Attendance (20%)

5. Students will receive a '100' for each day they are in attendance. Lowest four (4) grades in this section will be dropped at the end of the semester, to allow for absence. **Please DO NOT attend class if you are sick!** The only exception to the absence policy is available to students in sponsored SPC athletics or activities. I must have a note from your coach or sponsor!

Students are responsible for recording and keeping up with their own grades as work is returned and/or graded in Cengage. Grades will be determined according to the following scale:

90-100.....A

80-89.....B

70-79.....C

60-69.....D

Below 60.....F

The instructor reserves the right to modify in part or whole this scale to better meet the needs of the individual class.

- E. Special Requirements: The Teaching & Learning Center located on the third floor of the Levelland campus library provides students free tutoring and study skills information. Call 894-9611 ext. 2241 for help.
- F. Classroom Requirements: Students will be expected to be on time and in attendance the full 1 hour and 15 minutes of the designated class time. There will be no cell phones or other electronic devices out or turned on in the classroom!

COURSE OUTLINE: Major areas of study –

The Environment of Business

Trends in Business Today

Management and Organization

Human Resources

Marketing

Info. for Business Strategy and Decision Making

Finance and Investment

- II. ELECTRONIC ASSIGNMENTS: This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.

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.”

Student Course Learning Outcomes

Student learning Outcome 1: To understand and be able to describe the nature of American business. Upon completion of the course, the student is expected to be able to:

1. Identify and describe the different types of economic systems.
2. Identify the elements of private enterprise and various degrees of competition in the U.S. economic system.
3. Describe how issues of social responsibility and ethics affect business.
4. Explain various aspects of social responsibility such as: economic, socioeconomic, consumerism, employment practices and environmental.
5. Explain the basic for international trading.
6. Discuss trade restrictions between countries.
7. Identify how international businesses are financed.

Student learning Outcome 2: To understand trends in business today. Upon completion of the course, the student is expected to be able to:

1. Describe and explain the basic forms of business ownership.
2. Identify special types of business ownership.
3. Discuss small businesses and entrepreneurship participation in US economy.
4. Explain how franchising has increased entrepreneurship in US.
5. Explain the basic management functions.
6. Identify levels of management and specialization.
7. Identify types of managers and leadership styles.

Student learning Outcome 3: To understand the functions of management, organization and human resources.

Upon completion of the course, the student is expected to be able to:

1. Explain how organization structures are developed.
2. Explain how organization structures are managed
3. Identify the different forms of organizational structures.
4. Identify and explain key human resource issues such as, recruiting, attracting, staffing, motivating, retaining and employees benefits.
5. Discuss some of historical perspectives on motivation...
6. Explain how various techniques are employed to motivate employees in the workplace.

Student learning Outcome 4: To understand the basic elements of the marketing concepts. Upon completion of the course, the student is expected to be able to:

1. Explain the purpose of a marketing plan.
2. Identify and explain marketing concepts such as, product life cycle, branding, packaging and labeling.
3. Identify the key elements of promotion and marketing mix.
4. Explain ways marketers meet the need of consumers and industrial users.
5. Explain how channels of distribution are used to disseminate goods to the marketplace.

Student learning Outcome 5: To understand the concepts of financial management.

Upon completion of the course, the student is expected to be able to:

1. Explain the role of accountants in business.
2. Explain and describe how basic financial statements are utilized by businesses to make decisions.
3. Distinguish between equity and debt financing.
4. Discuss the function of the Federal Reserve System.
5. Describe different types of financial institutions.