



# BUSI 1301.082 Business Principles

Course Syllabus: Spring 2021

*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

**Instructor: Karen Andrews**

**Office:** BT 115A

**Phone:** 903-434-8224

**Email:** kandrews@ntcc.edu

Office	Monday	Tuesday	Wednesday	Thursday	Friday	Online
<b>Hours</b>	8:00 a.m. –9:30 a.m. 11:00 a.m. – 12:30 p.m.	9:30 a.m. – 11:30 a.m.	8:00 a.m. –9:30 a.m. 11:00 a.m. – 12:30 p.m.	9:30 a.m. – 11:30 a.m.	Available Upon Request	

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:** 3 credit hours.

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(s):** None

**Student Learning Outcomes:**

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.

**Evaluation/Grading Policy:**

Each assignment is worth a set number of points. To figure your course grade you need to add all points together (daily work and tests). There are 1027 possible points. The breakdown and scale are below:

Discussion Boards	175	A = 915 - 1017
Quizzes	342	B = 814 - 914
Exams (2 exams)	400	C = 712 - 813
Business Ethics Review Project	<u>100</u>	D = 610 - 711
Total:	1017	F = 609 and below

Discussion Boards: Seven discussion questions worth 25 pts each. All discussion questions must be answered in paragraph form using correct grammar and sentence structure. Students must respond to two (2) other students' post as well. (See Grading Rubric under Start Here on Blackboard)

**Tests/Exams:**

Each exam is timed (2 hours), multiple choice, and worth 200 pts each (50 questions at 4 pts each). Exam 1 covers chapters 1-8 and Exam 2 covers chapters 9, 11-13 & 15-18.

**Quiz Information:**

All quizzes for this course will be completed and submitted via Blackboard (please see course schedule located in the Start Here folder in Blackboard for due dates). Quizzes for chapters 1-3, 5-6, 8-9, 11-13, 15, 17-18 have 10 multiple choice questions worth 2 pts each (20 pts each quiz). Chapters 4, 7, and 16 have 10 multiple choice questions worth 2 pts each and 1 essay question worth 10 pts (30 pts each quiz). Chapter 18 quiz has 6 questions at 2 pts each for a total of 12 pts. Students have two attempts at each quiz; however, the most current grade is the one recorded in the gradebook.

**Business Ethics Review Project:**

Review paper is worth 100 pts. See Business Ethics Review Project Instructions in Week Four on Blackboard. (See Grading Rubric under Start Here on Blackboard)

**Grading:**

Quizzes and Exams are graded upon completion with answers being released after availability date passes. I will be participating and providing feedback as discussion board questions are submitted and discussion board grades will be posted within 48 hours after due date.

**Required Instructional Materials:** Textbook: Boone, David E. and Kurtz, David L. Contemporary Business, 17<sup>th</sup> Edition.

**Publisher:** Wiley

**ISBN Number:** 978-1-119-32028-8

**Optional Instructional Materials:** None.

**Minimum Technology Requirements:** Daily high-speed internet access.

**Required Computer Literacy Skills:** Basic computer skills, working knowledge of Microsoft Word, Excel, and PowerPoint.

**Course Structure and Overview:** This course is presented as an on-line Blackboard LMS course. The course involves a collaborative teaching/learning style utilizing simulation exercises, projects, and additional instructional components.

**Accessibility Statements (Blackboard and Youtube):**

**Youtube:** <https://support.google.com/youtube/answer/189278?hl=en>

**Blackboard:** <https://help.blackboard.com/Collaborate/Ultra/Participant/Accessibility>

**Communications:** Blackboard Messages and Blackboard Announcements will be the official form of communication for this course. You should also check your NTCC email account daily. Your email address is your first initial + your last name + the last three digits of your SSN. If you do not have a social security number, use the last three digits of your birth year. Your password is your birthday in the form of mmddyyyy (Ex: May 8, 1992 would be 05081992). Once you are logged in to the MyEagle portal, you can access your email by clicking on the Gmail icon. A good suggestion is to set up your email on your phone so that you will not miss important messages about the course.

**Institutional/Course Policy:**

Late Work Policy:

The word “assignments” refers to all work that is submitted via Blackboard or presented in class. Students are to submit assignments on or before the stated due date/time. Late assignments will only be accepted at the instructor’s discretion and will not receive full credit. Emergency situations will be handled on an individual basis.

Plagiarism:

In any written paper, you are guilty of the academic offense known as plagiarism if you half-copy or copy another author’s sentences or words. Usually this results in an automatic grade of “F” for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. **If you use another person’s words, phrases, sentences, even if you are paraphrasing, you must cite the source.**

Withdrawal Policy/Date:

It is your responsibility to drop a course or withdraw from the college. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

**NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

**ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations’ page on the NTCC website.

**Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of

student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Tentative Course Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):** See next page.

<b>Week</b>	<b>Assignments</b>	<b>Due Date</b>
Tuesday, Jan. 19 – Sunday, Jan. 24	<ul style="list-style-type: none"> <li>• Syllabus Acknowledgement Quiz (2 pts) REQUIRED!</li> <li>• Chapters 1 and 2 Quizzes (each quiz has 10 multiple choice question – 2 pts each for 20 pts total). Quizzes are timed – 30 minutes. Two attempts are allowed; however, the most current grade is recorded.</li> <li>• Student Introduction (25 pts)</li> <li>• Week 1 Discussion Question (25 pts)*</li> </ul>	Sunday, Jan. 24 at 11:59 PM *Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least two other students' posts. (Grading Rubric available on Start Here in Blackboard)
Monday, Jan. 25 – Sunday, Jan. 31	<ul style="list-style-type: none"> <li>• Chapters 3 and 5 Quizzes (each quiz has 10 multiple choice question – 2 pts each for 20 pts total). Quizzes are timed – 30 minutes. Two attempts are allowed; however, the most current grade is recorded.</li> <li>• Chapter 4 Quiz (10 multiple choice questions – 2 pts each and 1 essay question – 10 pts for 30 pts total. Quiz is timed – 45 minutes. Two attempts are allowed; however, the most current grade is recorded.</li> <li>• Week Two Discussion (25 pts)*</li> </ul>	Sunday, Jan. 31 at 11:59 PM *Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least two other students' posts. (Grading Rubric available on Start Here in Blackboard)
Monday, Feb. 1 – Sunday, Feb. 7	<ul style="list-style-type: none"> <li>• Chapters 6 and 8 Quizzes (each quiz has 10 multiple choice question – 2 pts each for 20 pts total). Quizzes are timed – 30 minutes. Two attempts are allowed; however, the most current grade is recorded.</li> </ul>	Sunday, Feb. 7 at 11:59 PM *Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least two other students' posts. (Grading Rubric available on Start Here in Blackboard)

	<ul style="list-style-type: none"> <li>• Chapter 7 Quiz (10 multiple choice questions – 2 pts each and 1 essay question – 10 pts for 30 pts total.) Quiz is timed – 45 minutes. Two attempts are allowed; however, the most current grade is recorded.</li> <li>• Week Three Discussion Question (25 pts)</li> </ul>	
Monday, Feb. 8 – Sunday, Feb. 14	<ul style="list-style-type: none"> <li>• Midterm Exam- 50 multiple choice questions – 4 pts each for 200 pts total. Exam 1 is timed – 120 minutes. Only one attempt allowed.</li> </ul>	Midterm exam is available Monday, Feb. 8 and is due Sunday, Feb. 14 at 11:59 PM
Monday, Feb. 15 – Sunday, Feb. 21	<ul style="list-style-type: none"> <li>• Chapters 9, 11, and 12 Quizzes (each quiz has 10 multiple choice question – 2 pts each for 20 pts total). Quizzes are timed – 30 minutes. Two attempts are allowed; however, the most current grade is recorded.</li> <li>• Week Five Discussion Question (25 pts)*</li> <li>• Begin Research for Business Ethics Review Project</li> </ul>	<p>Sunday, Feb. 21 at 11:59 PM</p> <p>*Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least two other students' posts. (Grading Rubric available on Start Here in Blackboard)</p> <p>**You need to begin research on your Business Ethics Review Project</p>
Monday, Feb. 22 – Sunday, Feb. 28	<ul style="list-style-type: none"> <li>• Chapters 13 and 15 Quizzes (each quiz has 10 multiple choice question – 2 pts each for 20 pts total). Quizzes are timed – 30 minutes. Two attempts are allowed; however, the most current grade is recorded.</li> <li>• Chapter 16 Quiz (10 multiple choice questions – 2 pts each and 1 essay question – 10 pts for 30 pts total.) Quiz is timed – 45</li> </ul>	<p>Sunday, Feb. 28 at 11:59 PM</p> <p>*Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least two other students' posts. (Grading Rubric available on Start Here in Blackboard)</p>

	<p>minutes. Two attempts are allowed; however, the most current grade is recorded.</p> <ul style="list-style-type: none"> <li>• Week Six Discussion Question (25 pts)*</li> </ul>	
Monday, March 1 – Sunday, March 7	<ul style="list-style-type: none"> <li>• Chapters 17 and 18 Quizzes (Chapter 17 quiz has 10 multiple choice question – 2 pts each for 20 pts total, Chapter 18 quiz has 6 multiple choice questions – 2 pts each for 12 pts total). Quizzes are timed – 30 minutes. Two attempts are allowed; however, the most current grade is recorded.</li> <li>• Week Seven Discussion Question (25 pts)*</li> </ul>	<p>Sunday, March 7 at 11:59 PM</p> <p>*Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least two other students' posts. (Grading Rubric available on Start Here in Blackboard)</p>
Monday, March 8 – Sunday, March 14	<ul style="list-style-type: none"> <li>• Business Ethics Review Project – 100 pts.</li> <li>• Final Exam - 50 multiple choice questions – 4 pts each for 200 pts total. Exam 1 is timed – 120 minutes. Only one attempt allowed.</li> </ul>	<p><b>Business Ethics Review Project</b> Grading Rubric available on Start Here in Blackboard)</p> <p>Sunday, March 14 at 11:59 PM</p>