NORTHEAST TEXAS COMMUNITY COLLEGE

BUSI 1301 Business Principles

Course Syllabus: December 2026 Minimester

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

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Weekday	Office Hours
Monday	Online
Tuesday	Online
Wednesday	Online
Thursday	Online
Friday	Online

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:

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:

All quizzes/assignments/discussions/exams are completed individually and submitted electronically through Blackboard. Each assignment is worth a set number of points. Please pay careful attention to the due dates. **Late work will NOT be accepted.**

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else, they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

Assignments:
All assignments for this course will be provided on the first day of the course and will be completed and submitted via Blackboard. Assignments, instructions, and files are accessible via Blackboard.

Tests/Exams:

2 Exams (200 points each)
Each exam will be electronically in Blackboard.
Exam 1 covers chapters 1-8
Exam 2 covers chapters 9, 12-18

Chapter Quizzes: 16 Chapter Assignments (10 points each)

Chapters 1-8, 9, 12-18 quizzes are worth 10 points each.

Quizzes are completed electronically through Blackboard and are presented in multiple choice format. Quizzes are timed and students will only have one attempt to complete. **No late work will be accepted**. See course schedule below for specifics.

Discussion Board: 1 Discussion Questions (40 points)

Discussion board topics can be found in Blackboard under the Discussion Board link. All discussion questions must be answered in paragraph form using correct grammar and sentence structure. Students must post their initial response and then respond to at least one other student's post.

Written Chapter Assignments: 4 Written Chapter Assignments (50 points each)

Chapters 3, 5, 7, and 16 include written assignments. Students are to review the chapters and corresponding information/resources and submit their response under the appropriate Blackboard Assignment link. Responses should be typed in Microsoft Word and be presented in paragraph form (do not submit a list of items). Responses should be representative of the student's own thoughts in their own words. **Plagiarism will not be tolerated.**

Business Ethics Review Project: Group Project (200 points)

Students are to conduct research on the company of your choosing from the list provided in Blackboard. Students will need to review the company website – identify the company's ethical practices (ethical awareness, ethical education, ethical actions, and ethical leadership). Identify any ethical dilemmas and ethical lapses found and how these issues were handled. Every company listed has been in the news regarding questionable actions – research until you find it/them. Sources used need to be credible and cited in the review.

Students should describe the importance and effects of ethical practices on the company. Also, explain integrity, ethics, and social responsibility as they relate to the leadership and management of the company. Students should

discuss their reaction to the ethical dilemmas (do you feel the company handled the situation correctly). Could they have handled it differently? Do they have a plan in place to help ensure it does not happen again?

Your review must be type-written in Microsoft Word utilizing APA format.

Report should be a minimum of two (2) pages – doubled spaced (it should not exceed four pages double spaced). Students will submit their review using the Turnitin link in Blackboard.

Please remember that these projects should be your own work—plagiarism (taking someone else's work or ideas and passing them off as one's own) will not be tolerated. Copying from another source and using block quotations from another source is not representative of your own work. Reviews should be representative of the student's own thoughts in their own words

Please review the college policy and the course syllabus for details regarding academic honesty.
Please use reputable internet websites; **do NOT utilize any Wikipedia or comparable citations**. Failure to include citations and references will result in an F. **Late case studies will not be accepted.**

Rubric can be found on the last page of this syllabus.

Final Grades

This course is set up on a point scale. You can calculate your grade at any time as all point values are listed on this syllabus. **Your final course grade will be based upon this scale only. There are NO extra credit opportunities. In addition, there are no "retakes" for any assignments or exams.** The scores that you receive on your original submissions will be what is counted toward your final grade. Please understand that I must adhere to this grading policy for all students; exceptions will not be made.

Discussion Board (1)	40 points
Quizzes (16)	160 points (10 points each)
Exams (2)	400 points (200 points each)
Business Ethics Project (1)	200 points
Written Assignments (4)	200 points (50 points each)

A = 1000 – 900 points
B = 899 – 800 points
C = 799 – 700 points
D = 699 – 600 points
F = 599 and below

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

Required Instructional Materials:

WileyPlus (Inclusive Access) - Boone, David E., Kurtz, David L., and Canzer, Brahm M. Contemporary Business, 19th Edition.

Publisher: Wiley **ISBN Number: 9781119813194**

Optional Instructional Materials:

None

Minimum Technology Requirements:

- Daily high-speed internet access

- Microsoft Word
- Internet Browser

Required Computer Literacy Skills:

- Basic computer usage skills
- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Email skills

Course Structure and Overview:

Several elements are essential for your success in this course. You will need to understand these fully prior to starting the course:

This course is presented as an online course and will involve a collaborative teaching/learning style utilizing simulation exercises, projects, and additional online instructional components as necessary.

1. All courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments/quizzes/exams/discussion boards. Items are due weekly, and sometimes each day of the week (see course schedule for specific due dates). Thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. Late work is not allowed in this course, so you must plan your schedule carefully.
2. You must have continuous access to a working and dependable computer and Internet provider.
3. The following study sequence will maximize your chances for mastering each lesson in this course:
    a. Read the lesson overview and learning objectives.
    b. Read assigned material in the textbook or eBook.
    c. Review the learning objectives.
    d. Review the PowerPoint and take notes as needed (i.e., connected to lesson objectives)
    e. Complete and submit all assignments in Blackboard.
    f. Be sure to participate in the Discussion Questions as assigned by writing your original responses and posting peer replies. These will add points to your course grade.
    g. Complete all assignments on time.
    h. Be sure to contact your instructor when you have questions or need help.

Communications:

Please ask questions when unsure about something. Students may contact the instructor via email at kandrews@ntcc.edu, cell phone (903) 951-2180 (between the hours of 7:30 a.m. and 9:00 p.m.), or office phone (903) 434-8224. When calling, please leave a message with your name and course ID. If texting, students should identify themselves in each set of text messages.

Institutional/Course Policy:

Students are expected to attend (log on) on a regular basis. Excessive absences may result in the student being dropped from class or having their grade average reduced. An attempt will be made to contact you before this happens, but should an emergency arise, you need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through

the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (http://www.ntcc.edu/) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:
APA (7th edition)
OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. https://chat.openai.com/
MLA (9th edition)
OpenAI. ChatGPT. 25 Mar. 2026, https://chat.openai.com/.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

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 accommodation 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. 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 Schedule:

Week One: Friday, Dec. 11 – Thursday, Dec. 17

- Syllabus Acknowledgement Quiz due Thursday, Dec. 17, before 11:59 PM
- Discussion Response due Thursday, Dec. 17, before 11:59 PM
- Chapter 1 Quiz due Thursday, Dec. 17, before 11:59 PM
- Chapter 2 Quiz due Thursday, Dec. 17, before 11:59 PM
- Chapter 3 Quiz due Thursday, Dec. 17, before 11:59 PM
- Chapter 3 Written Assignment due Thursday, Dec. 17, before 11:59 PM
- Chapter 4 Quiz due Thursday, Dec. 17, before 11:59 PM

Week Two: Friday, Dec. 18 – Thursday, Dec. 24

- Chapter 5 Quiz due Thursday, Dec. 24, before 11:59 PM
- Chapter 5 Written Assignment due Thursday, Dec. 24, before 11:59 PM
- Chapter 6 Quiz due Thursday, Dec. 24, before 11:59 PM
- Chapter 7 Quiz due Thursday, Dec. 24, before 11:59 PM
- Chapter 7 Written Assignment due Thursday, Dec. 24, before 11:59 PM
- Chapter 8 Quiz due Thursday, Dec. 24, before 11:59 PM

Week Three: Friday, Dec. 25 – Thursday, Dec. 31

- Exam 1 covering Chapters 1 – 8 due on Wednesday, June 24, before 11:59 PM
- Chapter 9 Quiz due Thursday, Dec. 31, before 11:59 PM
- Chapter 11 Quiz due Thursday, Dec. 31, before 11:59 PM
- Chapter 12 Quiz due Thursday, Dec. 31, before 11:59 PM
- Chapter 13 Quiz due Thursday, Dec. 31, before 11:59 PM

Week Four: Friday, Jan. 1 – Thursday, Jan. 7

- Chapter 15 Quiz due Sunday, July 5, before 11:59 PM
- Chapter 16 Quiz due Sunday, July 5, before 11:59 PM
- Chapter 16 Written Assignment due Sunday, July 5, before 11:59 PM
- Chapter 17 Quiz due Sunday, July 5, before 11:59 PM
- Chapter 17 Written Assignment due Sunday, July 5, before 11:59 PM
- Chapter 18 Quiz due Sunday, July 5, before 11:59 PM

Friday, Jan. 8 – Sunday, Jan. 10

- Business Ethics Review Paper due Sunday, Jan. 10, before 11:59 PM
- Exam 2 Covering Chapters 9, 11-13, and 15-18 due Sunday, Jan. 10, before 11:59 PM