



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**BUSINESS PRINCIPLES
BUSI 1301.F1**

Professor Steve Greathouse

NOTE: This is an 8-week course.

BUSINESS PRINCIPLES

BUSI 1301.F1

Course Description:

This course introduces the student to various interrelated disciplines in the business world. Broad-based topics include business organization, management, marketing, economics, finance, accounting, and international business.

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

For business majors, this is a required course, so you don't have much choice! However, this is a very practical course which will help you in your future career, as well as at your current job. This course will give you basic information of several different areas in the world of business and may help you decide on a major or an area in which you would like to work.

Instructor Information:

Instructor Name: Steve Greathouse

MCC E-mail: sgreathouse@mclennan.edu

Office Phone Number: (254) 299-8696

Office Location: MAC 209

Office/Teacher Conference Hours: Mon.-Thur. 10:00-11:30am (via phone or Zoom)

Required Text & Materials:

Title: BUSN 11

Author: Kelly & Williams

Edition: 11th

Publisher: Cengage Learning

ISBN: 978-1-337-40713-7

*Note: It is HIGHLY recommend that students purchase either a new hardcopy book that contains a digital code to the Mindtap digital resources that accompany the textbook, OR simply rent a digital only copy of the book (cheaper) which also contains all of the digital resources.

Students may purchase either at <http://www.mclennan.edu/bookstore/>

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at

<http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-

BUSINESS PRINCIPLES

BUSI 1301.F1

Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

This course is based on reading, lecture, discussion, and group work.

1. Since this is an online course, lectures will be written as notes within the PowerPoint slides for each chapter (you have to download the each one in order to see the notes). These lectures will help lead you through the material, but if you truly want to maximize your learning and ability to use the principles discussed in each chapter... PLEASE READ EACH CHAPTER FIRST!
2. It is also imperative that you read all assigned chapters before attempting related quizzes. Quizzes ensure that you are staying current with the course reading schedule and that you have learned the course material.
3. The individual writing assignment is designed to reinforce course material, give you experience conducting research, help you gain a deeper understanding of a specific business topic, and to provide practice in professional writing.

BUSINESS PRINCIPLES

BUSI 1301.F1

Course Objectives and/or Competencies:

1. Learn the objective content of the chapters you read and be able to apply this content to specific business situations.
2. Apply business knowledge learned from chapters and lectures, to assignments and your current or future career.
3. Practice and improve your skills in critical thinking and professional writing.
4. Learn behaviors and best practices that will help you succeed in the professional world.

Course Schedule:

| When | Tasks |
|--------|---|
| Week 1 | Read syllabus, answer questions on week 1 discussion board, and take chapter 1 & 2 quizzes by 3/29 at 11:59pm |
| Week 2 | Take chapter 3, 4, and 5 quizzes by 4/5 at 11:59pm |
| Week 3 | Take chapter 6, 7, and 11 quizzes by 4/12 at 11:59pm |
| Week 4 | Take chapter 8 & 9 quizzes by 4/19 at 11:59pm |
| Week 5 | Take ch. 10 & Personal Fin. Appendix quizzes by 4/26 at 11:59pm |
| Week 6 | Take chapter 14, 15, & 17 quizzes by 5/3 at 11:59pm |
| Week 7 | Take the Final Exam no later than May 5 th at 11:59pm |

Course Grading Information:

| | |
|--------------------------------|-------------------|
| 14 Quizzes x 28 points each | 400 points |
| Business Owner Interview Essay | 100 points |
| Comprehensive Final Exam | 100 points |
| Total | 600 points |

| | | |
|------------|---|--------------------|
| 90-100% | A | 540 points or more |
| 80-89.999% | B | 480-539 |
| 70-79.999% | C | 420-479 |
| 60-69.999% | D | 360-419 |
| 0-59.999% | F | 359 points or less |

****Note:** Students can see their grades in Brightspace at any time during the semester. Armed with the information on this page, students should have no reason to contact the instructor to ask questions like, “What’s my current grade in the class?”, (just average your current grades), or “What do I need to get on the Final to get a...?”, (do the arithmetic to figure it out). **Do NOT email the instructor after the final exam asking if there’s any way you could be bumped up to the next letter grade** - my response will always be, “I don’t give you your grade... you give you your grade!”

BUSINESS PRINCIPLES

BUSI 1301.F1

Chapter Quizzes - 400 points

Students are required to take 15 short chapter quizzes. Each quiz has 7 questions, worth 4 points per question for a total of 28 possible points per quiz. You will take these quizzes in Brightspace, you can use your book, you can take up to 3 hours for each quiz, and you may take each quiz as many times as you wish before the quiz deadline for the week. Keep in mind however, that each time you attempt the same quiz, you'll get a different set of questions. Your lowest quiz score will be dropped, plus you'll receive 8 free quiz points. Thus, 14 quizzes X 28 points each = 392 points + 8 free points = 400 total quiz points. **You may take the quizzes as early as you like prior to each of their due dates.**

Business Owner Interview Essay – 100 points

Students will be required to interview a business owner, and ask questions that will be provided by the instructor. Students will then write-up their findings and what they've learned from the interview, in the form of an essay. This will provide students with insight into what it takes to become a successful business owner and what these professionals identify as their greatest hurdles in starting and managing a business. Questions, an outline of this assignment, and a grading rubric are available on Brightspace. Content, as well as proper grammar and writing, will be assessed in this assignment. **It is HIGHLY recommended that you have your paper reviewed by someone in the Student Success Center before turning in your paper. You can do this online via the Smart-Thinking tab on your Brightspace homepage.**

Comprehensive Final Exam – 100

A comprehensive exam will be taken online in Brightspace on Tuesday, May 5th. **You may take it anytime that day as long as you complete it by 11:59pm - this exam cannot be taken late.** That is, if you miss it you will receive a zero for it, so do not miss it! To help you prepare for this exam, there is a VERY detailed Final Exam Review in the "Content" tab of Brightspace, next to the final exam itself. The final will include 3-4 questions from each chapter that was covered throughout the course.

Late Work / Make-up Work

If you fail to take a quiz by its due date, or fail to turn in the essay assignment by its due date/time, the instructor will allow you to take the quiz or turn in the paper for half credit as long as you make arrangements with the instructor to reopen the missed quiz or assignment for you, and you turn it in within 48 hours of the original due date/time (does NOT include the final exam, which cannot be taken late). The only exceptions are if you are hospitalized the entire week preceding the due date or have a death in the immediate family (requires written/verifiable documentation). Therefore, sad stories about oversleeping, forgetting, stressed-out, work-conflicts, computer died, dog died, argument with roommate, heavy traffic, favorite Netflix show was cancelled, etc., are NOT extreme circumstances... that's just life.

BUSINESS PRINCIPLES

BUSI 1301.F1

If you know you're going to be extra busy around the time something is due, simply turn the work in early – this is the exact same way things work in the professional business world, except when you miss an important deadline in the professional world you will likely get fired. Therefore, start getting in the habit of meeting deadlines... no excuses.

Attendance

Although this is an online course, instructors are still required to track attendance in some way and drop students for failing to “virtually” attend at least 75% of the course to get credit for it, per MCC’s attendance policy. Thus, for this course you are considered absent when you miss a quiz. Therefore, if you miss a total of 5 quizzes before April 20th, the instructor will drop you with a “W” if you are eligible to be dropped. If you are not eligible to drop the course or you reach your 5th missed quiz or exam after April 20th, you will receive a zero for all remaining exams and assignments regardless of whether you complete them or not and those zeros will simply be averaged into your other grades. It is the student’s responsibility to track their virtual attendance (missed quizzes). The instructor will NOT provide warnings before dropping a student.

Should you decide you no longer wish to remain in this course, it is your responsibility to drop! However, if you are thinking about dropping, please meet with me first as I will make every effort possible to help you with other options. If additional clarification is required, students can consult the attendance policy as outlined in B-II of the MCC Policy Manual.

STUDENT BEHAVIORAL EXPECTATIONS:

Communication with the Instructor

Just like in the business world with your boss, before you send your instructor an email, try to find the answer yourself. That is, don’t email me a question when the answer you seek is clearly in the syllabus, course schedule, or assignment instructions. If you need clarification on something, I HIGHLY prefer you simply ask me before or after class, that way I can better answer your question plus I get to interact with you personally... which is a good thing! However, if you do decide to call or email me, I will try to respond within 24 hours but I do not respond after 8pm on weeknights, or on weekends at all.

BUSINESS PRINCIPLES

BUSI 1301.F1

Respect

Please be respectful of your classmates, yourself, and your instructor. This is a hallmark of professionalism; behaving as if everyone's comfort and welfare is as important as your own. This means addressing me as Professor Greathouse (just "Professor" is also acceptable) in written and verbal communication, and being respectful to your fellow classmates in any online communication. You can expect to be treated in a civil and professional manner by your instructor, and thus students will be expected to do the same. Violation of any of the above could result in being dropped from the course.

Healthy Debate

Just as you will experience in the professional world after graduation, in this course you might be exposed to thoughts, opinions, and perspectives that are different from your own; this is a good thing because it exposes you to different ways of seeing things! As such, you will be expected to remain calm and professional, objectively consider any differing thoughts and opinions, and if you wish, you may ask for more information and/or engage in respectful discussion as appropriate. It is indeed possible to disagree with someone AND remain calm, respectful, and professional!

Cheating

Cheating means copying or in any way using someone else's work. In this course if you are caught cheating once, you will receive a zero on the exam or assignment it relates to. If you are caught cheating twice, you will receive an F in this course (not merely dropped with a W). This policy includes turning in assignments that are plagiarized or otherwise not your work, or taking exams and quizzes with any assistance from anyone else. **Note: The writing assignment will be turned-in via Brightspace using the Turn-it-in tool which automatically checks student work for originality and failure to properly site the work of others. Thus papers with a Turn-it-in score above 25% will be given a zero.

* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)
(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

* [Click Here for the MCC Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide/policies)
(www.mclennan.edu/highlander-guide/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

BUSINESS PRINCIPLES

BUSI 1301.F1

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

*** [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)**

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*