



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**BUSINESS PRINCIPLES**

**NEW YORK TRAVEL COURSE**

**BUSI 1301.H1**

**BECKY PARKER**

**NOTE: This is an 8-week course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

SPRING 2022

## BUSINESS PRINCIPLES

BUSI 1301.H1

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### **Course Description:**

Introduces the student to various interrelated disciplines in the business world. Broad-based topics including, management, marketing, economics, finance, accounting, and international business will be highlighted through travel to New York City.

Semester Hours 3 (lecture, online, travel)

### **Prerequisites and/or Corequisites:**

There are no prerequisites for this course. It is required for business majors.

### **Course Notes and Instructor Recommendations:**

The internet will be used in the classroom and for research

During travel, May 6-11, there will be required activities. Following the trip, a guided reflection paper will be required.

Student should feel confident walking 5-8 miles per day.

Because NYC requires proof of vaccination for all public spaces, you must have a COVID vaccination no later than the first of April. You must provide proof of vaccination.

### **Instructor Information:**

Instructor Name: Becky Parker  
MCC Email: [bparker@mclennan.edu](mailto:bparker@mclennan.edu)  
Office Phone Number: (254) 299-8651  
Office Location: BTB 207

Office/Teacher Conference Hours:

M/W: 11:00 am – 1:00 pm TH: 12:30 – 1:30 PM Online office hours

Sunday/Monday: 9:00 – 10:00 pm - Online

Other Instruction Information:

### **Required Text & Materials:**

Title: BUSN  
Author: Kelly/McGowen  
Edition: 11<sup>th</sup> (an older edition is acceptable)  
Publisher: Cengage Learning  
ISBN: 9781305497320

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**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

Lecture, research projects and exercises, quizzes, tour participation.

**Course Objectives and/or Competencies:**

The goals of this course are that you:

- learn the objective content covered in class and in online exercises;
- apply the content to specific situations to travel experiences and observations;
- enhance your research skills, particularly as they pertain to business data;
- apply material learned to analyze businesses and create a stock portfolio, become familiar with basic function of the stock market,
- become familiar with the business, culture, transportation and entertainment environment in New York City
- improve your communication skills;
- consider what business careers are of interest to you and begin preparing for your career.

**Course Outline or Schedule:**

Tentative Schedule: (Any schedule changes will be announced in class)

Meeting 1/January 30	Introduction/Chapter 1, 2, 7
Meeting 2/February 28	Chapter 6, 8, 10
Meeting 3/March 28	Chapter 5, 11, 14
Meeting 4/April 25	Personal Finance, Presentations
Travel/May 6-11	NYC

**Course Grading Information:**

Grades will be based on the following percentages:

Chapter Quizzes (3)	20%
Travel/tour participation	25
Online & Class Activities	20
Presentation	15
Trip Reflection	20
Total	<u>100%</u>

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#### **Course Grading Information:**

Letter grades will be assigned as follows:

- A = 90% +
- B = 80% - 89%
- C = 70% - 79%
- D = 60% - 69%
- F = less than 60%

Cheating is unethical and will not be tolerated in my class. If the instructor has evidence that a student is guilty of cheating, they will receive an “F” for the assignment/test. Cheating includes using another’s work as your own or allowing your work to be used as another’s and using materials not accessible to all students.

#### **Late Work, Attendance, and Make Up Work Policies:**

Quizzes and assignment must be complete before May 6. Travel is May 6-11. Reflection paper should be submitted by May 16. Students are expected to fully and actively participate in all mandatory trip excursions. Students are expected to be on time for all trip activities. MCC requires students to attend 75% of all classes. If you miss more than 1 of our class meetings before the trip, you may be dropped from the course.

#### **Student Behavioral Expectations or Conduct Policy:**

The classroom is a training ground for your work environment. Consider class time a meeting with a boss or client. In a business meeting you should be on time, not be interrupted by a cell phone, dress appropriately and actively participate. You should also show respect for fellow students and the instructor. Teasing or verbal abuse of other students will not be tolerated.

In accordance with the "General Conduct Policy," MCC intends to provide an atmosphere conducive to learning. Adherence to the behavioral standards of mutual respect and academic honesty is expected of all students. Refer to the “General Conduct Policy” printed in the Highlander Guide for a more inclusive discussion of acceptable classroom conduct.

Student agrees to adhere to MCC travel policy. In order to ensure the best travel experience for all, students are expected to travel with a positive attitude and open mind.

NYC requires vaccines in most public areas. All forms of travel require wearing a mask. You are expected to abide by these restrictions. To insure the safety of the group, you may be required to take a COVID test prior to travelling.

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

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

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

# McLennan

C O M M U N I T Y

# COLLEGE

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## ACADEMIC RESOURCES/POLICIES

### **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. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

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](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It 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.

**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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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 notified via 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.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.