

INTRODUCTION TO BUSINESS
BUSG 1301
SYLLABUS

COURSE DESCRIPTION

BUSG 1301 explores and discusses the fundamental business principles including business structure, functions, resources, and operational processes.

PREREQUISITES

None

COURSE GOALS

The primary objective is to give the student an understanding of basic business principles. Global business, entrepreneurship, management, marketing, technology, and financial management will be discussed.

STATEMENT OF FOUNDATION SKILLS AND WORKPLACE COMPETENCIES

A study was conducted for the Department of Labor by the American Society for Training and Development which identified the six skills U.S. employers want most in entry level employees. These skills are motivation to learn basic skills, communication, teamwork, critical thinking, career development and leadership.

HCCS is committed to preparing every student with the knowledge and skills needed to succeed in today's dynamic work environment. Towards this end, the following skills will be included in this course. Testing and assessing these skills will vary according to individual instructors. The following are examples of how these skills may be incorporated in this course.

INSTRUCTOR INFORMATION

Mrs. Kristin Wallace

MBA graduate from University of St. Thomas in Houston, Texas.

Email: Kristin.wallace@hccs.edu

Phone: 713-965-4812

Email is the best way to reach me at all times. If you have not heard from me within 2-3 hours, please call my office.

Available after every class or by appointment outside of class times.

TEXTBOOK INFORMATION:

Kelly, M. & McGowan, J. (2011). BUSN4 (4th ed). Mason, OH: South-Western Cengage Learning. ISBN: 9781111221461

LAB REQUIREMENTS

None

COURSE REQUIREMENTS AND GRADING POLICY

It is the policy of the Dean of Workforce that an Incomplete may be given only for extenuating circumstances (i.e. Family illness, accident, and an unforeseen event occurring at final exam time). Individual instructors may use a variety of grading policies and create tailored course requirements to their courses.

TESTING

There will be two exams. One take-home midterm exam and one in-class final exam.

ABSENCES

Each student can have two unexcused absences without penalty. If the student has more than 2 unexcused absences, they will lose 10 points for each subsequent absence. All excused absences must be discussed with the Instructor prior to the absence.

MAKE-UP POLICY

There will be no make up exams. If you will not be able to attend an exam due to special circumstances, please contact the instructor immediately.

COURSE CONTENT
STUDENT LEARNING OUTCOMES

Upon completion of this course, the student should be able to:

Describe the scope of business enterprise in the nation and the world today; identify major business functions of accounting, management, marketing, and economics; describe the relationships of social responsibility, ethics, and law in business; and define and apply business terminology.

COURSE CALENDAR WITH READING ASSIGNMENTS

Reading assignments are associated with chapters covered on each exam. It is the student's responsibility to review the course syllabus insuring correct chapters are read and studied prior to each exam. The instructor has the right to change this at any time.

Class Schedule	Required Readings	Items Due in Class
Week of February 13th	Read Chapter 1	
Week of February 20th	Read Chapter 2	
Week of February 27th	Read Chapter 3	
Week of March 5 th	Read Chapter 4	
Week of March 12 th	Spring Break	
Week of March 19th	Read Chapter 5	
Week of March 26th	Read Chapter 6	MIDTERM ONLINE: Complete by April 1st @ Midnight; Midterm over chapters 1-5
Week of April 2nd	Read Chapter 7	
Week of April 9th	Read Chapter 8	
Week of April 16th	Read Chapter 9	
Week of April 23rd	Read Chapter 10	
Week of April 30th	Prepare for Final Exam	
Week of May 7th	Final Exam Week: Final exam over Chapters 6-10	Final Exam Online. Complete by May 12th @ Midnight

GRADING

1 Midterm Exam	75 points possible	75 total points possible
1 Final Exam	100 points possible	100 total points possible
Participation	30 points possible	25 total points possible. Based on participating in discussion boards and class participation
TOTAL		200 points

EXTRA CREDIT

There will be extra credit opportunities available. Instructor will announce extra credit opportunities in class periodically. Extra Credit Assignment must be turned in on the date indicated or they will receive zero credit.

OTHER STUDENT INFORMATION:

New Student User ID For Blackboard

Your new student login user ID will be **your HCC User ID (sometimes referred to as the “W” number)**. All HCC students have a unique User ID. It is the same number you use for class registration. For students who have taken DE classes in previous semesters, the login will no longer be “firstname.lastname” + the last 2 digit of your SS #. If you do not know your User ID you can look it up using the following links:

- From the HCC home page, click on “Register Here”
- On the Student Web Services page, click on “Registration (Online)”
- Click on “Retrieve User ID” and follow the instructions.

Or use the direct link: <https://hccsaweb.hccs.edu:8080/servlets/IClientServlet/sauat/?cmd=start>

The default student password will still be “distance.” As always, students will then be prompted to change their password after their first login. These new student login procedures apply to classes taught in both WebCT and Blackboard. Please contact desupport@hccs.edu if you need additional assistance with your log in.

ACADEMIC HONESTY

SCHOLASTIC DISHONESTY (HCCS STUDENT HANDBOOK)

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

"Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion.

"Cheating" on test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an un-administered test;
- Bribing another person to obtain a test that is to be administered.

"Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

"Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

ATTENDANCE AND WITHDRAWAL POLICIES

In accordance with HCCS rules, the instructor has the authority to drop a student from any class after the student has been absent for periods equivalent to two weeks of class (6 classes). However, the student has the ultimate responsibility to withdraw from the course. If there are extreme circumstances that require absence from class, it is the student's responsibility to notify the instructor. For additional information refer to the HCCS catalog.

The State of Texas has begun to impose penalties on students who drop courses excessively. That is, if you repeat the same course more than twice, you have to pay extra tuition. In addition, as of Fall 2007, students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

In order to withdraw from your class, you MUST contact your professor and this must be done PRIOR to the withdrawal deadline to receive a “W” on your transcript. If you do not withdraw before the deadline, you will receive the grade that you have earned by the end of the semester. Zeros averaged in for required assignments/tests not submitted will lower your semester average significantly, most likely resulting in a failing grade (“F”).

Please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email or telephone with your professor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*

INTERNATIONAL STUDENTS

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

STUDENTS WITH DISABILITIES:

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. Students who are requesting special testing accommodations must first contact the appropriate DSS Counselor for assistance.

Students who require testing accommodations need to schedule an appointment for testing to ensure that staff will be available for proctoring and to arrange for any adaptive equipment that may be required. Students should contact the instructor's "Instructional Support Specialist" (ISS) the week prior to each exam throughout the semester to confirm that the requested testing accommodations will be met.

USE OF CAMERAS OR RECORDING DEVICES:

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations. Do not use cell phones in the classroom. If you have an important call, please leave the room.

GRADE APPEAL, REFUNDS, DISCIPLINE ISSUES and SEXUAL HARASSMENT POLICY

Refer to the Student Handbook, Catalog and Schedule.

ACTIVITIES You have the opportunity to enhance your personal and intellectual growth by participating in a variety of activities. Those activities can be located in the Student Handbook or through the HCCS Web resources at: www.hccs.edu/handbookHome2.html.