

South Plains College
Common Course Syllabus: Business Principles - BUSI 1301

Department: Business Administration

Discipline: Business

Course Number: BUSI 1301

Course Title: Business Principles

Available Formats: Face to Face, Online

Campuses: Levelland, Dual-Credit, Online

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: N/A

Credit Hours: 3 **Lecture:** 3 **Lab:** 0

Textbook: Foundations of Business - 7th Edition; Pride/Hughes/Kapoor with Cengage (Publisher = Cengage)

Student Learning Outcomes: Upon successful completion of this course, students will:

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.

Attendance Policy:

Instructors will create an attendance policy that is consistent with the "Class Attendance" policies stated below in the *SPC General Catalog*:

[Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.]

A student who stops attending AND stops completing assignments, must take the responsibility of contacting the Registrar's Office to drop the class.

I do not drop students for non-attendance. It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending and do not complete the coursework will receive an F at the end of the semester.

PLEASE NOTE: The last day to drop this course is Thursday, April 24th, 2025

Be advised – I do not accept late work for any reason.

Late-Work and Coursework Extensions: No late coursework will be accepted. No extensions will be given for any coursework. There are two exceptions to this policy. **One, you are hospitalized and have intake and discharge paperwork from the hospital (not a note from urgent care or a note from Dr. visit). If this is the case, you must contact DeEtte Edens at dedens@southplainscollege.edu or at (806) 716-2376 and submit the required medical documentation to her. She will notify the instructor, if the illness warrants an extension. Two, you are on a SPC sponsored event and have sent in the proper documentation to me, BEFORE the trip/event has occurred.**

I do drop the few lowest grades in homework categories, to allow for missed assignments, as I understand we get sick etc.!

Student will be counted absent for an entire class period (after 1 warning) for the following:

- Texting during class
- Instant Messaging during class
- Sleeping during class
- Excessive Tardiness (After 2nd)
- Leaving class early
- Off topic/disruptive, excessive discussion with other students

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit <https://www.southplainscollege.edu/syllabusstatements/>.

Foundations of Business - 7th Edition; Pride/Hughes/Kapoor (Publisher = Cengage)

Inclusive Access: All of you have the electronic textbook and digital homework already paid for through your tuition! Which is awesome! You will have first day access to your E-Textbook and homework assignments through this Blackboard course!! You DO NOT need to purchase anything at the bookstore for this course!

- Textbook: The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.
- E-book features: Access to a cloud-based e-reader is provided by Bibliu via Blackboard, as well as an E-Book provided by Cengage.
- Upgrading to a physical textbook: Students who prefer an additional printed textbook may purchase or rent a textbook from the textbook publisher or other independent retailer.
- How to opt out of Inclusive Access: You can Opt-Out of the Inclusive Access Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this option, and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account.

Please consult with your professor before deciding to opt out. If you still feel that you should purchase the course materials on your own, send an opt-out email to patricia.wells@bibliu.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have opted out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

As long as a student meets the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap, CengageNow or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the Bibliu tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. For students that opt out, the Inclusive Access fee will be refunded to them after the twelfth class day.

COURSE TITLE: BUSI 1301 Business Principles
INSTRUCTOR: Lauren Gregory
OFFICE LOCATION Technology Center 206, Levelland, (806) 716-2249
AND PHONE/E-MAIL: E-mail: Through Blackboard BUSI 1301 Course
OFFICE HOURS: To be announced and posted on office door

SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE

I. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

Foundations of Business - 7th Edition; Pride/Hughes/Kapoor (Publisher = Cengage)

Inclusive Access: All of you have the electronic textbook and digital homework already paid for through your tuition! Which is awesome! You will have first day access to your E-Textbook and homework assignments through this Blackboard course!! You DO NOT need to purchase anything at the bookstore for this course!

- Textbook: The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.
- E-book features: Access to a cloud-based e-reader is provided by Bibliu via Blackboard, as well as an E-Book provided by Cengage.
- Upgrading to a physical textbook: Students who prefer an additional printed textbook may purchase or rent a textbook from the textbook publisher or other independent retailer.
- How to opt out of Inclusive Access: You can Opt-Out of the Inclusive Access Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this option, and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account.

Please consult with your professor before deciding to opt out. If you still feel that you should purchase the course materials on your own, send an opt-out email to patricia.wells@bibliu.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have opted out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

As long as a student meets the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see

if the instructor also requires course work to be done in an online platform (like Mindtap, CengageNow or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the Bibliu tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. For students that opt out, the Inclusive Access fee will be refunded to them after the twelfth class day.

Additional Registration Support

Should you need additional guidance, please click [here](#) to view a student quick start guide with detailed instructions.

- A. I will contact you as a class through Blackboard (will discuss on first day of class) and also Remind through text message/email.

We will go over Remind as a class during the first class week and sign up for this text service – I will text you for important reminders, or if I am ill etc. --

- B. Professional Behavior:

This classroom is a PROFESSIONAL environment, and I treat it as such. Business students in particular must understand how to conduct themselves in a professional environment. I expect exceptional behavior from ALL of my students! I consider this course to be your job – and I expect behavior to reflect that – if you are late to your job, or turn in work late in the real world, you would be terminated from that job/career – I take on the same assumptions in this course. Please be mindful of the attendance policy, and the “NO LATE WORK ACCEPTED” policy, as I do NOT make ANY exceptions to these rules!

- C. Assignment Policy: Students are responsible for all class work and notes covered during absences from class with no exceptions. Students are also responsible to be adequately prepared before each class—all reading assignments, cases, etc. If absent, student should contact immediately another student in the class and/or the instructor to receive notes and assignments.

- D. Grading Policy/Procedure and/or methods of course evaluation:

1. **Chapter Exams (30%):** There will be four major chapter exams plus the comprehensive final exam. Each exam will cover both lecture and textbook assignments. Students are responsible for all textbook material assigned and to be prepared to be tested over this material whether or not it is specifically covered during class. The major exams will be announced in advance. **NO MAKE-UP EXAMS WILL BE GIVEN.**

The final exam will be comprehensive and will either replace the lowest score of the major exams (even if the final exam score is lower) or replace one missed major exam.

A student may be exempt from taking the final exam if no exams have been missed and the student has an “A” average in May. If the student is not exempt from the final and does not take the final exam, student’s final average will be lowered one letter grade.

2. **‘Business’ Homework Assignments, Current Event Topics, Quizzes etc. (45%):** Assignments will include the following (varying with the chapters): study guides,

chapter outlines, questions and cases, team work etc. Due dates for these will be given with each assignment. Most homework will be completed in Mind Tap— instructions for this will be detailed in the first week of class. In class quizzes may be given (there will be no make-up on these). **NO MAKE-UP/LATE WORK WILL BE ACCEPTED.** If a student misses a daily grade, he/she will be given the grade of a zero; however, one daily grade will be dropped at the end of the semester allowing for an absence. The only exception is available to students in sponsored SPC athletics or activities. I must have a note from your coach or sponsor!

3. **Introduction Assignment (during class time - first week of semester) (2.5%)**
Introduction during class discussion.

Name

Major

Spare time activities (or if you had spare time, what would you do?)

Favorite class so far and why

Least favorite class so far and why

Business or work area interests or career goals

4. **Syllabus Agreement Assignment (due 1/19/24, 4:00PM) (2.5%)**
Will go over during the first week of in class discussion! (In Blackboard, Week 1 Assignments Folder)

Attendance (20%)

5. Students will receive a '100' for each day they are in attendance, starting the 2nd week of class. Lowest four (4) grades in this section will be dropped at the end of the semester, to allow for absence. **Please DO NOT attend class if you are sick!** The only exception to the absence policy is available to students in sponsored SPC athletics or activities. I must have a note from your coach or sponsor!

Students are responsible for recording and keeping up with their own grades as work is returned and/or graded in Cengage. Grades will be determined according to the following scale:

90-100..... A

80-89..... B

70-79..... C

60-69..... D

Below 60 F

The instructor reserves the right to modify in part or whole this scale to better meet the needs of the individual class.

- E. Special Requirements: The Teaching & Learning Center located on the third floor of the Levelland campus library provides students free tutoring and study skills information. Call 894-9611 ext. 2241 for help.
- F. Classroom Requirements: Students will be expected to be on time and in attendance the full 1 hour and 15 minutes of the designated class time. There will be no cell phones or other electronic devices out or turned on in the classroom!

COURSE OUTLINE: Major areas of study –

The Environment of Business
Trends in Business Today
Management and Organization
Human Resources
Marketing
Info. for Business Strategy and Decision Making
Finance and Investment

- II. ELECTRONIC ASSIGNMENTS: This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.

DISCLAIMER: “This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.”

Student Course Learning Outcomes

Student learning Outcome 1: To understand and be able to describe the nature of American business.

Upon completion of the course, the student is expected to be able to:

1. Identify and describe the different types of economic systems.
2. Identify the elements of private enterprise and various degrees of competition in the U.S. economic system.
3. Describe how issues of social responsibility and ethics affect business.
4. Explain various aspects of social responsibility such as: economic, socioeconomic, consumerism, employment practices and environmental.
5. Explain the basic for international trading.
6. Discuss trade restrictions between countries.
7. Identify how international businesses are financed.

Student learning Outcome 2: To understand trends in business today. Upon completion of the course, the student is expected to be able to:

1. Describe and explain the basic forms of business ownership.
2. Identify special types of business ownership.
3. Discuss small businesses and entrepreneurship participation in US economy.
4. Explain how franchising has increased entrepreneurship in US.
5. Explain the basic management functions.
6. Identify levels of management and specialization.
7. Identify types of managers and leadership styles.

Student learning Outcome 3: To understand the functions of management, organization and human resources.

Upon completion of the course, the student is expected to be able to:

1. Explain how organization structures are developed.
2. Explain how organization structures are managed
3. Identify the different forms of organizational structures.

4. Identify and explain key human resource issues such as, recruiting, attracting, staffing, motivating, retaining and employees benefits.
5. Discuss some of historical perspectives on motivation...
6. Explain how various techniques are employed to motivate employees in the workplace.

Student learning Outcome 4: To understand the basic elements of the marketing concepts. Upon completion of the course, the student is expected to be able to:

1. Explain the purpose of a marketing plan.
2. Identify and explain marketing concepts such as, product life cycle, branding, packaging and labeling.
3. Identify the key elements of promotion and marketing mix.
4. Explain ways marketers meet the need of consumers and industrial users.
5. Explain how channels of distribution are used to disseminate goods to the marketplace.

Student learning Outcome 5: To understand the concepts of financial management.

Upon completion of the course, the student is expected to be able to:

1. Explain the role of accountants in business.
2. Explain and describe how basic financial statements are utilized by businesses to make decisions.
3. Distinguish between equity and debt financing.
4. Discuss the function of the Federal Reserve System.
5. Describe different types of financial institutions.