

**CENTRAL TEXAS COLLEGE**  
**FORT RILEY, KANSAS**  
**Education for The Individual**  
**BUSINESS PRINCIPLES**  
**BUSI 1301**  
**SYLLABUS**

**Semester Hours Credit: 3**

**INSTRUCTOR:** Mr. James F. Hill, M.S.

**OFFICE HOURS:** By Appointment Only

**CONTACT TELEPHONE:** Cell: 785-761-1130

**CONTACT EMAIL:** School: James.Hill@ctcd.edu

**TERM INFORMATION:** Spring, 2010  
Course Times: Tuesday & Thursday; 1715-1945  
Course Dates: 29 March to 22 May 2010  
Course Location: Building 217, Room 201

**I. INTRODUCTION**

- A. An introduction to the nature and characteristics of business. This course provides an overall picture of business operations. Includes analysis of specialized fields within business organizations and identifies the role of business in modern society.
- B. BUSI 1301 is a required course in Business Administration, AA, Business Management AAS degree and certificate programs.
- C. This course is a survey course that sets the stage for further study in business. It is also appropriate elective in any other degree or certificate program because all Americans are affected by business and, hence, should have a basic understanding of the environments in which business operates and how various government policies affect operations.
- D. Prerequisites: None

## II. LEARNING OUTCOMES

- A. Explain the system of business in the United States, to include the social responsibility of business ethics, legal forms of business ownership, and entrepreneurship.
- B. Describe how to build an effective organization in the business world today and to understand the importance of human relations in the workplace.
- C. Demonstrate an understanding of human resources and production, labor management relations, operations management, and how to manage human resources.
- D. Discuss marketing management, product and pricing strategies, distribution strategies, and promotion strategies.
- E. Explain how information processing is used for business decision-making.
- F. Describe the importance of financial management in the business world, to include an understanding of money, banking and credit.
- G. Demonstrate an understanding of the environments in which businesses operates today.

## III. INSTRUCTIONAL MATERIAL

- A. Required Text: Business, 8<sup>th</sup> Edition, Griffin & Ebert, Pearson Prentice Hall, 2006  
ISBN: 0-13-149537-2

## IV. COURSE REQUIREMENTS

- A. Reading Assignments: Read text assignments prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas.
- B. Class Attendance: (Refer to CTC Catalog, Page 56, for detailed policy). You are expected to attend each class period, be on time and stay the full class period or be counted absent. You are responsible for all course material missed due to absence. The instructor does not provide class notes for classes missed.
- C. Written and Oral Assignments: Take a concept, trend or topic from the textbook, research it from outside sources from your text and write a **6-8 page term paper**. The topic of your term must be submitted by the third week of class. The format will be APA style, double-spaced, 1-inch margins, 12 font. It is recommended that at least six references be cited in the term paper. Your textbook will **not** be included in your references cited. The term paper will have a separate cover page and reference page, which will not be included in the total length of the term paper. Clip Art pictures, exhibits, diagrams, charts and so on will be referenced within the body of the term paper but placed at the end of

the term paper and will not be counted in the total length of the term paper. Draft paper submission is optional but highly recommended. Copies of the APA style manual can be provided, upon request. Draft paper submission is optional but highly recommended. A timed, rehearsed **(5 to 7 minute) presentation** will be made in class on your term paper. Both written and oral presentation assignments must be completed in order to receive a passing course grade.

- D. Student Preparation and Study Requirements: Each student is expected to develop an effective personal time management and study schedule that will enable him or her to master the learning outcomes listed previously. The instructor will send each chapter's multiple-choice questions from the course test bank to you via your email address. It is recommended that you take the time to look up the answers to these questions to reinforce and review the lecture and discussion in the classroom. The exam questions will appear exactly as you see them on the study guides, however, not all the questions will be used on the midterm and final exams, only an average of three or four questions per chapter will appear on the midterm and final exams. It is expected that each student bring the completed study guides during review sessions for the midterm and final exams. Essay advance sheets will be sent to the student via email at approximately the second of week of class for the midterm exam and at the sixth week of class for the final exam. Students are expected to look up the answers and then use these advance sheets as study guide in preparation for the essay portion of the exams.

## V. EXAMINATIONS

- A. Scheduled Examinations:

There will be two major scheduled examinations as follows:

1. Midterm Exam (4<sup>th</sup> Week)
2. Final Exam (8<sup>th</sup> Week)

The exam schedule and material covered on each exam will be provided by the instructor on the first day of class. The type of exam questions will be essay and 35 multiple-choice questions covering definitions, concepts, systems, models and examples from the textbook. They will be no comprehensive final or open book exams. They will be taken during the class period for which they are scheduled. Arrangements can be made to take the exam ahead of time on a case-by-case basis. See readings schedule for specific exam dates.

## VI. SEMESTER GRADE COMPUTATIONS

- A. Summary of requirements point values:

Midterm and Final Exams (100 points each)	200 points
Written (Term Paper) assignment:	100 points
Oral Presentation	50 points

Attendance/participation	<u>50 points</u>
Total Possible Points	400 points

B. Letter grades will be assigned based on total points earned as follows:

100-90%	400-360 points	A
89-80%	359-320 points	B
79-70%	319-280 points	C
69-60%	279-240 points	D
59% & below	below 239	F

## VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student. CTC Form 59 will be accepted at any time prior to Friday, the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session Friday of the 8th week
- 8-week session Friday of the 6th week
- 5-week session Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W”, provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course...” Prior approval from the instructor is required before the grade of “I” is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course.

- D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.
- E. Americans With Disabilities Act (ADA): Students requiring accommodations for disabilities are responsible for notifying the instructor. Reasonable accommodations will be granted in full compliance with federal and state law and Central Texas College policy.
- F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.
- G. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.
- H. Honesty and Integrity: All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:
  - 1. Plagiarism: The taking of passages from writing of others without giving proper credit to the sources.
  - 2. Collusion: Using another's work, as one's own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.
  - 3. Cheating: Giving or receiving information on examinations.  
Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and will be subject to disciplinary action.

#### **VIII. INSTRUCTOR BIOGRAPHY:**

Human Resources Administration, Graduate Certification (CMU)  
Masters of Science, Adult Education (KSU)  
20 years experience as a Military Personnel Manager/Specialist  
Currently serving as Department of the Army Civilian Training Instructor  
for the Directorate Public Works, Fort Riley, Kansas  
See separate handout for short Biography

**THIS SYLLABUS IS TENTATIVE AND SUBJECT TO CHANGE.**

**Central Texas College  
Business Principles  
BUSI 1301  
Spring 2010**

**IX. COURSE READINGS**

WEEK 1: 30 March & 1 April	Syllabus/Course Requirements/Chapters 1, 2 & 3
WEEK 2: 6 April & 8 April	Chapters 4, 5 & 6
WEEK 3: 13 April & 15 April	Chapters 7 & 8 Term Paper Topic Submission/Instructor Approval
WEEK 4: 20 April & 22 April	Chapters 9, 10, Midterm Review & Midterm Exam
WEEK 5: 27 April & 29 April	Chapters 11, 12, & 13
WEEK 6: 4 May & 6 May	Chapters 14, 15 & 16, Begin Student Presentations
WEEK 7: 11 May & 13 May	Chapters 17, 18 & 19, Finish Student Presentations
WEEK 8: 18 May & 20 May	Chapters 20, Final Exam Review & Final Exam (Term Paper Due)

**Note:** Final grades will be sent via email by May 24, 2010.