
BAD1113 ONLINE V01 - SU15 SYLLABUS

Course Title: Introduction to Business

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Hours: During the Summer: Available by E-Mail, Video Conference or Office Conference by Appointment Only

Course Description: Introduction to Business is a course designed to introduce students to the basic concepts of business. Students receive instruction regarding the current business and economic environment, entrepreneurship, marketing, management, financial management and business careers.

Prerequisite/Co-Requisite: None.

Textbook/Materials:

Title of Textbook: Foundations of Business, Third Edition.

Authors: Pride, Hughes and Kapoor.

Publisher: Houghton Mifflin Company.

Textbook ISBN: 9781111580155

<http://www.directtextbook.com/isbn/9781111580155>

You may also opt to purchase the 2nd edition of Foundations of Business by Pride, Hughes and Kapoor as your textbook. These books are very similar. You can find a cheap copy of this book from www.directtextbook.com
ISBN: 9780538744515 for Foundations of Business 2nd Edition.

See link below for ordering online:

<http://www.directtextbook.com/isbn/9780538744515>

Remind 101 Notification System: The instructor will be using the Remind101 system to remind students of assignments, tests and to notify of any class cancellations. Students may sign up for this by text or by email. Information is available in your Course Orientation on how to sign up.

Student Learning Outcomes: Each chapter has specific objectives. These specific chapter objectives are listed at the beginning of each chapter. Upon successful completion of BAD 1113, you should be able to:

- Describe the private enterprise system (capitalism) and compare it to other economic systems.
- Examine the types of businesses that comprise the business scene, the roles they play, the strengths they have, and their observable similarities and differences.
- Explain the role of business in promoting social responsibility and ethical behavior and the role of small business in the economy.
- Explore how e-Business is changing the world of business and the increasing importance of information to business leaders today.
- Compare three types of business ownership, the nature of each, the processes involved in creating each, and the advantages and disadvantages of each.
- Describe the production function and the marketing function of business and their processes.

Canvas Website: The syllabus, course information and course calendar are located at <http://prcc.instructure.com>

- I. **Course Outline (Learning Activities And Schedule):** ALL learning activities are located in the MODULES section of the course web site. You will be expected to complete the following activities for each chapter.
- Preview learning objectives.
 - Read the chapter. Complete the study component in order to learn the chapter material. Watch any videos assigned for the chapter. (Not graded)
 - Take any practice tests in the textbook to test your knowledge of the material.
 - Complete the scheduled homework assignment located under in Canvas. (Graded)
 - Take the Scheduled Quiz or Test located in Canvas. (Graded)
 - Make one posting to the discussion board for each chapter covered during the term for my discussion points. These postings may be an original response or a reply to another student's posting. A posting of "I agree" will not count as a valid response. Your posting must contribute to the discussion and must use knowledge of the subject material covered in the chapter. (Graded)

II. **Course Goals:**

The major purpose of this course is to introduce students to the many areas that impact the individual as he/she becomes involved with the world of business. Students will become familiar with the nature of business and the environments

III. **Course Requirements and Expectations:**

Weekly:

- Read the chapter, watch any assigned videos and complete the chapter study outline for each chapter posted in Canvas.
- Respond to the discussion board posting for every chapter posted in Canvas. (Graded)
- Complete assigned homework problems in Canvas for each chapter. (Graded)
- Complete the quizzes assigned for each chapter. (Graded)
- Complete exams as assigned after every three to four chapters. (Graded)
- Complete the proctored, final examination at the end of the semester. (Graded) • In the Fall/Spring Semester, you must complete a proctored test in the middle of the semester as well.

In Addition, students must:

Daily:

- Check student. Email and respond to emails in a professional and polite manner.
- Adhere to due dates for homework and tests.
- Promptly schedule appointments for proctored exams.
- Complete his/her own work.

IV. **Evaluation**

A. **Course Points**

Minor Grades	Chapter Quizzes - 100 points (one per chapter – except each third/fourth chapter there is an exam instead) 15% of Grade	15% of Grade
	Discussion and Participation – 12 @ 5 points	5% of Grade
	12 Homework @ 100 points	10% of Grade

Major Grades	Major Exams – 3 to 4 @ 100 points	40% of Grade
Final Exam	Final Exam – 100 points	30% of Grade
	TOTAL COURSE POINTS	100%

B. Chapter Quizzes

1. **Location of Quizzes:** In Canvas under Modules or from the links on your course home page.
- 2.
3. There are 12 chapters to be covered during the term. When you have completed your work for a specific chapter, there is either a chapter quiz or test. The schedule of quizzes and exams can be found at the end of this document.
4. There will be 12 chapters to be covered during the term. There will be 8 -9 chapter quizzes and four major tests during the term. These are located in Canvas under Modules. When you have completed your work for a specific chapter, there is either a chapter quiz or test. The schedule of quizzes and exams above and the order of chapters.
5. Each chapter quiz has 10 multiple-choice questions. Chapter quiz questions will come from the *Foundations of Business 3rd* Edition textbook.
6. Once you start an exam, you must answer all 10 questions within the allotted time period which is 15 minutes. If you stop the exam before answering all 10 questions, the computer will grade the exam. You will not be allowed to restart the chapter quiz.
7. For every minute that you go over the allotted time period for a quiz or test., one point will be deducted from your grade.
8. Each quiz or chapter test MUST be taken by 8:00 a.m. on Monday morning of the specific date given. (See calendar in Course orientation module) The only exceptions are the proctored exams.
9. **IMPORTANT: There will be either a quiz or a major test assigned every week of the semester. In the summer term, there are more chapters per week due to the limited time each semester. See the schedule of assignments for dates and specific chapters.**

C. Major Tests –

1. **Location of Tests:** In Canvas under Modules or from the links on your course home page.
2. There will be three or four Chapter Tests during the term.
3. The schedule of tests and quizzes is outlined in the schedule located under the Syllabus tab and located at the end of this document.
4. The Final exam only is proctored in the summer term. In the Fall/Spring term, the Second test and the Final exam are proctored exams. Directions will be provided in your Course Orientation Module for how to schedule a proctored exam. We have a new system called “Smart Proctoring” this semester.
5. Each chapter exam has 50 to 60 multiple-choice and true/false questions. Each exam is timed. Each exam will count a total of 100 points. Chapter exam questions will come from the *Foundations of Business 3rd* Edition textbook and the study plan.
6. Once you start an exam, you must answer all questions within the allotted time period which is one hour and ten minutes. If you stop the exam before answering all questions, the computer will grade the exam.
7. You will not be allowed to restart the chapter exam.
8. There are three to four chapter tests @100 points.
9. **IMPORTANT NOTE ON QUIZZES AND TESTS:**

- a. All quizzes and tests **must** be taken by the deadline outlined in the Outline of Assignments.
 - b. If you are going to be away from your computer for any reason, vacation, work trip, etc., it is your responsibility to make arrangements **prior** to the due date passing and get permission to take the quiz/test when you return.
 - c. If you call/email after the deadline has passed, you will not be allowed to take the test/exam.
10. See the section of the syllabus on how to schedule a proctored exam. You CANNOT take proctored exams at home. They must be taken at the college in the presence of a proctor.
11. **IMPORTANT: There will be either a quiz or a major test assigned every week of the semester. In the summer term, there are more chapters per week due to the limited time each semester. See the schedule of assignments for dates and specific chapters.**

D. Homework:

1. **Location of Homework:** In Canvas under Modules
2. There will be a homework assignment for every chapter's material which will equal one per week.
3. These homework assignments will be found under the Homework tab.
4. There will be 12 homework assignments @ 100 points each.
5. Each one is due by the same date as the quiz/test for that chapter at 8:00 a.m.
6. The course calendar outlines the specific dates in which these homework assignment are due.
7. **IMPORTANT: There will be either one homework assignment every week of the semester. In the summer term, there are more chapters per week due to the limited time each semester. See the schedule of assignments for dates and specific chapters.**

- E. Participation in Discussion** You will be required to participate in online discussion forums. **Location of Discussion Questions:** In Canvas under the Discussion Tab. There will be one discussion topic for each chapter (one discussion question per week).
1. For each chapter covered, there will be one topic for discussion posted on the site relating to the information covered in that particular chapter. Each student enrolled in the course should respond to the original discussion topic or the comments made by your online classmates.
 2. Each student will be required to respond to all 12 chapter discussion questions.
 3. Each posting will be worth 1 to 5 points depending on the quality of your response.
 4. Twelve responses @ 5 points each for a total of 60 points.
 5. Credit will not be given for any response such as "I agree," etc.
 6. Discussion responses are due by 8:00 a.m. on the day designated above on the Assignment listing. No exceptions.
 7. **IMPORTANT: There will be one discussion question every week of the semester. 1. . In the summer term, there will be two chapters covered each week due to the limited number of weeks in each semester. See the course calendar for dates and chapters to be covered.**

F. Final Exams:

1. The final exam will be a proctored exam.
2. It will consist of 100 multiple choice questions.
3. A study guide will be provided for the final exam.
4. Any student misses the final exam and does not make prior arrangements for taking the final exam will be given a grade of zero (F) for the final exam.
5. As required by the college handbook, the final exam will be comprehensive in that the exam will represent all the material covered during the semester.

6. The final exam will be a proctored comprehensive exam and will only be available on certain dates.(See Course Calendar)
7. You will use the new “Smart Proctoring” system to make your appointment for your proctored exam. There will be directions provided for this in your Course Orientation Module.

V. Proctored Exams: The following information is taken from PRCC’s Distance Education Website:

- A. Definition: What is a proctored exam? A proctored exam is a test a student takes in the presence of a specific College employee at the designated testing sites. To take a proctored exam, the student must 1- contact the testing site to schedule an appointment and 2- show a picture ID prior to taking the exam.
- B. How to Schedule: You are responsible for scheduling your proctored final exam by clicking on the “Smart Proctoring” link on your Course control panel. You will then create an account with Smart Proctoring. There are directions in your Course Orientation module specifically directing you how to do this.
- C. PRCC Proctor Centers: <http://www.prcc.edu/?q=elearning/prcc-proctor-centers>
- D. Approved Proctor Sites: http://sbcjweb.sbcjc.cc.ms.us/msvccvisitor/proctor_listing.asp
- E. Off-Campus Proctor Request if you are out-of-state:
- F. <http://www.prcc.edu/files/elearning/OFF%20CAMPUS%20PROCTOR%20REQUEST.pdf>

VI. The Grading Scale is

Points	Grade
900 to 1000	A
800 to 899	B
700 to 799	C
600 to 699	D
599 and Below:	F

- VII. Drop Policy** If you are unable to complete the course, it is your responsibility to formally withdraw from the course. Failure to do so will result in your receiving a grade of "F."
- VIII. ADA Policy** If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody at 601-403-1060 or tmoody@prcc.edu; Forrest County Center, Kirk Powell at 601-554-5530 or epowell@prcc.edu; Hancock Center, Raymunda Barnes at 228-252-7000 or rbarnes@prcc.edu. Distance Learning Students who require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody at tmoody@prcc.edu.
- IX. Change Of Address:** If your address changes, you must notify (in person or in writing) the Registrar at Pearl River Community College. You must also notify me if your e-mail address changes during the semester. THIS IS VERY IMPORTANT!
- X. Policies:** All students will be expected to follow the policies pertaining to attendance, grading, make-up work, and withdrawal as stated in the current *Cat Country Guide*, the student handbook.

XI. Attendance:

- A. Attendance is taken weekly in online courses. The attendance policy is as follows: **“Students that do not complete at least ‘one assignment’ during the week will be marked absent. For example, if you are assigned a discussion assignment, paper assignment and test and you don’t complete any of these assignments, you will be marked absent. If you complete at least one assignment you will be marked present. However, in order to be successful in this class, it is recommended that you must complete all of your assignments. You will receive a warning notice after each absence. Once you have reached your third absence, you will be removed from this course and receive a “W”.”**
- B. Attendance is taken through GradesFirst . As a PRCC student, you need to become familiar with GradesFirst. GradesFirst is an online tool where you can email your instructors, view your schedule, contact advisors, and look up midterm and final grades. GradesFirst is used by instructors to track your absences. Once you are marked absent for a given day, you will receive an email from GradesFirst notifying you of the absence.

XII. Assignments/Projects for this Course:

- A. Quizzes;
- B. Tests;
- C. Homework;
- D. Participation in Discussion Board

XIII. Student-Instructor Interaction - Students may interact with the instructor using any of the following methods.

- A. Email – Instructor should be given 48 hours to answer email, but a replies are generally faster;
- B. Canvas Message;
- C. Discussion Board.

D. Students can expect the following response times from the instructor:

1. Students may expect to receive immediate feedback on online quizzes and tests. Results will be shown immediately upon taking the quiz or test. The exception is if you exceed the time limitations set for your assignment. In this case, you will see an exclamation point instead of your grade. You will have to wait for the instructor to manually grade your assignment. All manually graded assignments will be graded within one week of submission.
2. Students may expect to receive a grade on discussion board responses and any assignments **within one week of due date on the course calendar** once all students have submitted assignments.
3. Students may expect to receive a response to emails sent to the **instructor within forty-eight (48) hours of sending an email**. If you lock up your test and need immediate assistance from your instructor, please contact her by PRCC email or Canvas inbox.

XIV. Netiquette (formed from the words “Internet Etiquette”):

An online course differs from a traditional course in that most, if not all communication is made through the use of a computer. Due to the fact that you are unable to see the body language of a person and unable to hear the tone of a person’s voice when communicating, communications made through the computer may sometimes be misunderstood by the reader. Therefore, I urge you to please abide by the following rules when writing emails and posting discussion board responses

- i. Always be courteous;
- ii. Never send a message that is written in all capital letters as this is considered to be SHOUTING;
- iii. Always read before you send an email or before you post a response to the discussion board;

- iv. Never send a message when you are angry;
- v. Always sign your name to any email;
- vi. Always put the name of your course in the subject line of any email to the instructor.

For more information regarding netiquette, please see the following websites:

<http://www.albion.com/netiquette/>
<http://en.wikipedia.org/wiki/Netiquette>

XV. Course Navigation Instructions:

The following are the locations for items that you will need for this course:

- Syllabus – under Course Information (Course Orientation module); Course Calendar – under Course Information (Course Orientation module);
- Announcements – on course home page;
- Discussion questions – in course modules or by using links on course home page;
- Tests and Quizzes – in Canvas under Modules or by using links on course home page
- Case Studies – under Modules;
- Each chapter's material – under Modules; Each chapter's material will include minimum of the following documents: Learning Objectives; Practice Quizzes; Audio Summary; Chapter Video; ; Flashcards; Crossword Puzzle; Key Terms; PowerPoint Slides;

XVI. Minimum Computer Requirements: In order to take this online course, I. you must have some prior computer knowledge. It is not the instructor's responsibility to teach you how to participate in an online course. If you are experiencing problems with Canvas, there is help available in Canvas all the time. There is a Help tab at the top of Canvas where you can reach a person to chat, to submit a ticket for repairs, to search the Canvas help guides or to find the Canvas telephone numbers.

- A. Pearl River Community College is pleased to announce that current PRCC students now have access to Microsoft Office 365 Education for Students – *for free!* Office 365 for Education allows current PRCC students to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Windows tablets and iPads®.
- B. **Interested?** Just go to [Office 365 for Education](#) and enter your PRCC student email address. Once verified, you will receive an email instructing you how to download the software. We do recommend that you check the system requirements below prior to installing the software.
- C. System Requirements: <https://technet.microsoft.com/library/office-365-system-requirements.aspx>
- D. More FAQ's on the Microsoft Office 365 Education for Students can be found at <http://products.office.com/en-us/student>

XVII. Academic and contact information. (PRCC Students)

- Learning Labs: Poplarville Campus Learning Lab 601-403-1336 (Located in GARVIN H. JOHNSTON LIBRARY- 601-403-1332)
- Learning Lab: Hattiesburg Campus 601-554-5475 (Located Library - Learning Lab - Building 4 - Forrest County Center)
- Proctoring Sites: The hours change so here is the link:
http://sbcjcweb.sbcjc.cc.ms.us/msvccvisitor/proctor_listing.asp
- Student Support Services: 601-403-1266 (More information visit <http://www.prc.edu/ssserv.htm>)
- Information Technology: 601-403-1219 (Need help with PRCC e-mail, student IDs, Wildcat-Secure Logon accounts?)
- Textbook Store: Poplarville Campus 601-403-1370; Hattiesburg Campus 601-554-5501
- Technical Support: For assistance in Canvas, go to the top right hand corner of Canvas and click the Help tab.

XXI. STUDENT UNDERSTANDING SECTION:

Please read this section. After reading, go to the Discussion Board called "Certification Forum" in Canvas and make an entry that you understand each of the following:

- I understand that for Fall/Spring term, Exam Two and the Final Exam are proctored exams. Summer Session: Only the final exam is proctored. I must go to the learning lab to take all proctored exams.
- The quizzes/tests must be taken by 8:00 a.m. on the date designated during the Fall and Winter semesters. During a Summer semester, there is only a proctored final exam.
- I must complete at least 'one assignment' each week to meet the weekly attendance requirement of PRCC. I understand that I may take the quiz or test before the dates listed on the course calendar, but not after the dates;
- I understand that not having a textbook is not an excuse for doing my assignments or taking my quizzes;
- I understand that technology/internet issues are not an excuse for not completing an exam/quiz especially when I waited until the last day to take my quiz.
- I have printed a copy of the Course Calendar and I understand when the deadlines are each week for taking the quiz/test and for answering the discussion question. (Dates also included in the syllabus above)
- I understand that online courses do not stop during school holidays that I will have to participate in some course activities during that time period.
- Most Important: I understand that I MUST check my PRCC student email every day because my instructor will be sending email to me at that email address.