Course Information:
BUSI 1301 is a 3 credit hour course.

Instructor Information
Name: Will Seale
Office#: W-230
Email: wseale@dcccd.edu
Phone: (214) 860-8848
Fax: (214) 860-8874

Course Materials

Course Description

The syllabus is a guideline and can be subject to change at the Instructor’s discretion.

The course provides an over-all picture of business operations, includes an analysis of specialized fields within business enterprises, and identifies the role of business in modern society.

Student Learning Outcomes
1. Identify, define and illustrate important concepts in business.
2. Define business terminology and use it in proper context.
3. Apply currently accepted theories and methods to the solution of common types of problems related to business.
4. Identify and discuss important issues in the field of business.
5. Examine the global implications of business.

Student Certification
For state reporting purposes, this lecture course will capture attendance data. The student must be present in the class to meet certification requirements. During the fall and spring terms the state reporting date is the 12th class day, and during the summer terms, the date is the fourth class day. Spring – February, 2016

Topical Outline
The topical outline is designed to give the student a clear summary of the subject matter to be covered in the course. It should not be implied that equal emphasis and time will be allotted to each topic. The topics included in Business 1301 are:

- Part 1 – The Environment of Business
- Part 2 – Trends in Business Today
- Part 3 – Management and Organization
- Part 4 – Human Resources
- Part 5 – Marketing
- Part 6 – Accounting and Finance

Statement of Workplace and Foundation (SCANS) Competencies:
Mountain View College is committed to preparing you with the knowledge and skills that you need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies
- Manage Resources: Manage time, money and materials
- Exhibit Interpersonal Skills: serve customers
- Work with Information: acquire/evaluate data, organize/maintain information, and interpret/communicate data
- Apply Systems Knowledge: work within organizational systems.
- Use Technology: apply technology to specific tasks

Foundation Skills
- Demonstrate Basic Skills: reading, writing, speaking, and listening
- Demonstrate Thinking Skills: creative thinking, decision making, and problem solving
• **Exhibit Personal Qualities:** individual responsibility, self-esteem, sociability, self-management, and integrity

**Evaluation Procedures**

You will 6 quizzes covering chapters 1-6 worth 10 points apiece totaling 60 points. The quizzes all have 10 questions worth 10 points and will be timed at 30 minutes. No make-ups, unless an extreme situation.

You will have five (5) Discussion questions worth seven points each total of 35 points You will need to answer the questions listed

You will have one TED Talk write ups worth five (5) points apiece totaling 5 points. You will need to look at the link provided and answer the questions, these talks about general organizational issues to give you a broad view of things

**Grading Scale**

Letter grades are associated as follows:

- A – 90%+
- B – 80 - 89%
- C – 70 - 79%
- D – 60 - 69%
- F – 59%

**Late Work & Make-Up Exams**

All Assignment or Project that are given a due date are due at the beginning of the class period of the specified date. Late assignments will be accepted after the start of class activities for half points available if I am not notified before. Make-up exams must be completed prior to the following lecture period after the scheduled exam date. The student must contact the instructor within 24 hours after a missed exam to schedule the make-up exam. *Makeup exams will be available only under extraordinary and unforeseeable circumstances.*

**Attendance Policy**

Classroom attendance is important. If you find that you are unable to complete the course, it is your responsibility to withdraw. I am required to take attendance. **The last day to drop with a grade of “W” is April 14, 2016.** To drop a class or withdraw from the college, students must obtain a drop or withdrawal form from the Registrar's office and follow the prescribed procedure. It is the student's responsibility to drop a class; faculty members cannot initiate the process. Should circumstances prevent a student from appearing in person to withdraw, the student may withdraw through correspondence to the Registrar’s Office. Drop and withdrawal requests are not accepted by telephone. If a student simply quits coming to class and does not drop, a performance grade will be awarded (usually an "F"). Please talk to the instructor before you drop the class to see if there is any other option.

**Financial Aid:**

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**SIX DROP ISSUE STOP BEFORE YOU DROP**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)
Cell phones, electronic devices and pagers:

Students are expected to **silence** all cell phones, electronic devices and pagers during class time.

**Repeating This Course:**

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: [https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm](https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm).
Texas Success Initiative (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm

Academic Honesty:
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.
As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/cat0406/ss/code.cfm.

ADA Statement:
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 214-860-8691.

Religious Holidays:
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Disclaimer Reserving Right to Change Syllabus:
The instructor reserves the right to amend this syllabus as necessary.

Inclement Weather:
In the event of severe weather conditions, please listen to local radio or television stations for information concerning official closing of Dallas County Community College District. You can also call the information line at 214-860-8680, or check for updates on the Mountain View College website (http://www.mountainviewcollege.edu/1weather.aspx). Decisions for evening classes will be made by 4:00 pm.