This course syllabus is intended as a set of guidelines for Business Principles (INET). Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information

**Instructor:** Tish Waters, MAPD, MAM

**Email Address:** twaters@dcccd.edu

**Office Phone:** 972.273.3450 (WBT Office)

**Office Location:** A232

**Office Hours:** By appointment

Course Information

**Course title:** Business Principles (INET)

**Course number:** BUSI 1301

**Section number:** 76426

**Credit hours:** 3

**Class time:** Online - MTWRFS

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. Challenges in the legal and regulatory environment, business ethics, social responsibility, and international business are also discussed. Emphasized is the dynamic role of business in everyday life. (3 lec)

**Prerequisites:** The student should be able to read and write at the college level.
Required or Recommended Textbooks and Materials

Title: Foundations of Business
Authors: Pride, Hughes, Kapoor, Publisher: SouthWestern, Cengage Learning, Edition: Fourth, Copyright date: 2015
Digital ebook or Loose Leaf notebook are acceptable

Student Learning Outcomes
Identify functions of management, marketing, accounting, finance, and information technology.
Describe the relationships of social responsibility, ethics, and law in business.
Explain forms of business ownership, including their advantages and disadvantages.
Identify and explain today’s changing business environment.
Identify and explain the role and effect of government on business.
Describe and analyze business situations to identify ethical dilemmas and ethical lapses.
Compare basic financial statements as they relate to the financial condition of business.
Explain the structure financial systems and the basic concepts of accounting.
Explain integrity, ethics, and social responsibility in leadership and management.
Identify strengths, weaknesses, opportunities, and threats of information technology.

Course Outline
The Changing Face of Business
Business Ethics and Social Responsibility
Economic Challenges Facing Contemporary Business
Competing in World Markets
Forms of Business Ownership
Starting Your Own Business: The Entrepreneurship Alternative
Management, Leadership, and Internal Organization
Human Resource Management
Top Performance Through Empowerment, Teamwork, and Communication
Customer Driven Marketing
Promotion and Pricing Strategies
Managing Technology and Information
Understanding Accounting and Financial Statements
Financial Management

SCANS Competencies
The Secretary’s Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness. North Lake College is committed to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. For more information about SCANS see http://wdr.doleta.gov/SCANS

Core Competencies
Critical Thinking Skills: The creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Communication Skills: The effective development, interpretation and expression of ideas through communication.
Empirical and Quantitative Skills: the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Teamwork: The ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
Personal Responsibility: The ability to connect choices, actions and consequences to ethical decision-making.
Social Responsibility: The intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
Workplace Skills

Work ethics.
Implement responsibilities of job position including exhibition of dependability, demonstrating high confidentiality, and meeting of organizationally defined expectations.
Operate within scope of authority adhering to company rules, regulations, and policies as established including interpretation of employer/employee handbook and procedures.
Understand and practice cost-effectiveness.
Practice time management and follow work schedule.
Assume responsibility for own decisions and actions.
Exhibit pride and positive attitude.
Display initiative and enthusiasm in undertaking new tasks.
Show assertiveness appropriate to the situation.
Seek work challenges.
Understand and apply ethical principles to decision-making.
Understand the importance of providing good customer service.
Exhibit ability to handle stress.
Participate in meetings in a positive and constructive manner.
Maintain state-of-the-art skills through participation in training.
Participate in continuing education.
Interpersonal relationships.
Respect individual diversity.
Respond to praise or criticism.
Provide constructive criticism or praise.
Channel and control emotional reactions.
Resolve conflicts.
Display a positive attitude.
Solving problems and critical thinking.
Employ appropriate skills for gathering and retaining information.
Interpret written, graphic, and oral instructions.
Identify problems.
Clarify individual and company purposes and goals.
Identify available solutions and their impact including evaluation of credibility of information, and location of information.
Evaluate options.
Set priorities.
Select/implement decisions including prediction of results of proposed action.
Organize personal workloads.
Participate in brainstorming sessions to generate new ideas and solve problems.
<table>
<thead>
<tr>
<th>LEARNING ACTIVITY</th>
<th>LEARNING OUTCOME</th>
<th>ASSESSMENT</th>
<th>SCANS COMPETENCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student participation in discussions and completion of assignments and tests.</td>
<td>Produce written and oral communications that keep to a main point and avoid unnecessary information.</td>
<td>Objective tests Discussions Written assignments</td>
<td>1.0 Resources: 1.1 Manages Time</td>
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<td>Students allocate time and other resources to accomplish these tasks in a timely manner.</td>
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<tr>
<td>These workplace competencies are accomplished through student participation in groups and other cooperative learning activities.</td>
<td>Adjust communication to suit the needs, experiences and cultural sensitivities of a particular audience.</td>
<td>Discussions</td>
<td>2.0 Interpersonal: 2.1 Participate as a member of a team 2.2 Teaches other new skills 2.4 Exercises Leadership 2.6 Works with diversity</td>
</tr>
<tr>
<td>These workplace competencies are accomplished through finding and reading articles to complete assignments. Students are required to research, analyze and interpret the topic and communicate their findings in writing.</td>
<td>Recognize the varying reliability of sources of information including problems of logic, factuality and authority in relation to a given subject or question. Use a computer word processing program to generate and revise text.</td>
<td>Written assignments Discussions</td>
<td>3.0 Information: 3.1 Acquires and evaluates information 3.2 Organizes and maintains information 3.3 Uses computers to process information</td>
</tr>
<tr>
<td>Students investigate management issues and recognizing a close association with various systems including political, economic, social/cultural and technological. Students are required to predict trends of these systems and determine their impact on management decisions.</td>
<td>Demonstrate the ability to form conceptual business models from written material that contains descriptions of actions. Scan the business environment.</td>
<td>Objective tests Discussions Written assignments</td>
<td>4.0 Systems: 4.1 Understanding systems 4.2 Monitors and corrects performance</td>
</tr>
<tr>
<td>Students use word processing software to produce assignments and presentation software to pitch business ideas. Students access course syllabus, discussions and lecture notes via the Web.</td>
<td>Use two or more different data bases to obtain the answer to a posed problem that requires the combined use of several sources.</td>
<td>Written assignments Discussions</td>
<td>5.0 Technology: 5.2 Applies technology to task</td>
</tr>
</tbody>
</table>
Participation/Attendance Policy

This is an online self-paced class; mandatory online attendance is required. Students are expected to login to participate actively via eCampus  http://ecampus.dcccd.edu. Try to check emails daily and access the online class (eCampus) at least 5 times a week. You must show participation in this class prior to the certification date, see online DCCCD Academic Calendar, through attendance and completed work i.e. discussion board or assignment.

Evaluation Procedures
Evaluation is a process to appraise your performance over the duration of the semester and to indicate areas of improvement. Students will be held to standards similar to those found in the workplace. Students are expected to complete all work on time with an open willingness to learn. Various learning activities will be used to accomplish the course objectives. Readings are used to introduce materials, methods, and concepts. A complete list of textbook and online readings can be found in the eCampus classroom. The course assignments, tests, and deadlines can be found in the Schedule of Assignments. The online lectures are augmented by assignments and online discussions with fellow students. Prepare to spend several hours each week reading, comprehending and discussing the course material.

NOTE: The Schedule of Assignments is an official course document and is an extension of the syllabus subject to changes or modifications by the instructor anytime during the semester. Students are responsible for keeping track of all changes and recording due dates. Note the final deadline to submit assignments and tests is the last day of class.

It is HIGHLY RECOMMENDED that you follow the week by week course outline. Plan to complete and submit presentations, assignments, and tests as scheduled. If you should fall behind, contact the instructor immediately! All students are responsible for understanding how all work will be graded in this course. Unless approved by the instructor, coursework is not accepted after the deadline.

600 Points: Discussions (100), Assignments (100), Exams (400)

Grading Scale
The final grade is calculated using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>% Range</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>540-600</td>
<td>90%-100%</td>
</tr>
<tr>
<td>B</td>
<td>480-539</td>
<td>80%-89%</td>
</tr>
<tr>
<td>C</td>
<td>420-479</td>
<td>70%-79%</td>
</tr>
<tr>
<td>D</td>
<td>360-419</td>
<td>60%-69%</td>
</tr>
<tr>
<td>F</td>
<td>below 359</td>
<td>59%-0%</td>
</tr>
</tbody>
</table>

5 Discussions each worth 20 points (100)
5 Assignments each worth 20 points (100)
4 Exams each worth 100 points (400)

Exams
Tests cover the major parts of the readings and their related discussions. They gauge how well you can recognize and apply the course materials. The tests could include any or all of the following types of questions: true/false, multiple choice, matching, short answer and fill-in-the-blank. Most of the questions are application-based and will require you to actively and skillfully apply information gathered from experience in problem solving. You will be required to know the terminology in the readings as well as application of terms and concepts. It is likely that you will NOT simply be able to turn to a certain page number to find the answers. Prepare for the test by completing the readings, assignments and discussions BEFORE taking the test. Once a test has been started, you must finish the entire test. If you are knocked off line while taking a test, contact the instructor immediately. At the instructor’s prerogative, arrangements can be made for you ONE TIME to complete the test. If technical difficulties persist, contact DCCCD tech support. All tests will be counted equally. Each test is worth 100 points, graded on a scale of 0-100.
Assignments
Your grade is based upon results, not efforts. Assignments ensure participants effectively learn the subject matter at hand. For "due date" refer to the Schedule of Assignments.

Each written assignment will contain questions, each of which carry the same weight. Most of the time, an online video must be viewed or a Web site visited in order to complete the assignment. When you visit a Web site, you are required to research information from the Web site/sites listed and then answer the questions posed in the question. Do NOT copy information from the Web site, unless the question asks for specific data. Some assignments are graded on the accuracy of the information you provide; others are graded on the quality of your conclusions or recommendations from a logical, ethical, and/or legal standpoint. Your grade is based upon results, not efforts. It is recommended that you submit one written homework assignment for each of the six units. All writing assignments must be two full paragraphs. Each paragraph will have approximately 8-12 sentences. The first paragraph summarizes what you’ve read, and the second paragraph communicates your response to what you have read. Because Web Pages are constantly being revised and updated, and Internet servers are not always dependable, some of the URL’s in the assignments may not function properly. In that event there are several alternatives that you are to try. First, try accessing the site via the "index" page, i.e. www.whatever.com (this is NOT a site), or if it is a government agency it would be "gov" or "org" for some type of organization. Most index pages have a "search" function that will allow you to search based on a topic or a couple of key words. If you cannot access an index page, try a search on www.google.com. If you run across a site you think is helpful email the site address to me and I'll post it.

ALL ASSIGNMENTS MUST BE COMPLETED BY THE DEADLINE - NOexcuses. Assignments are due by the date indicated in the Schedule of Assignments.

**HINT**: Even though assignments are submitted through the eCampus course, you should find it helpful to write your answers and save them as a document. Copy and paste your answer into the space provided. In this way, you will have a copy of your answer. Do NOT submit work in the Comments field on eCampus.

Discussions
Discussions are open-ended questions related to the assigned reading content. The instructor will pose several questions to guide you. You will be graded on the quality of your answers. There will not necessarily be "right" and "wrong" answers. Rather, submit your answer and explain it. Your explanation should include course material and novel examples. Explanations should demonstrate your ability to consider and address advantages and disadvantages of your approach. Also be prepared to question, respond to, and critique others' answers and explanations. These questions, responses, and critiques will be a part of this grade. Assignments and Discussions are graded using a grading rubric.

Incompletes
Incompletes or "I" grades are NOT routinely given in this class and are at the sole discretion of the instructor. To be considered for an incomplete the student must have completed AT LEAST 50% of the coursework AND have a **written medical excuse** or verifiable extenuating circumstances. Make contact with the instructor immediately if there is a situation preventing you from finishing the course. Please review this information in the catalog at [http://www.dcccd.edu/GPA](http://www.dcccd.edu/GPA).

**NOTE**: The instructor reserves the right to modify any class requirements and due dates as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. You are responsible for contacting the instructor and seeking clarification of any requirement that is not understood in the syllabus.
Due Dates & Deadlines
Refer to the Schedule of Assignments for due dates/deadlines. The “due date” means the last day of the week on which the assignments are scheduled. Work that is completed or submitted on the “due date” will lose an important safety cushion. The slightest imperfection or misunderstanding will automatically cost points. The best approach is to submit work early. It is HIGHLY RECOMMENDED that you follow the week by week course outline and complete and submit discussions, assignments, and tests as scheduled. If you should fall behind, try to catch up as quickly as possible. **Work that is more than 5 calendar days late may be penalized by 50% or greater. All work MUST BE COMPLETED NO LATER THAN 11:59PM ON THE LAST DAY OF CLASS! No work will be accepted after this date and time.**

Communication
You must be participative in this course. Effective written communication skills are essential for success in this class. Accuracy, clarity, grammar, spelling, punctuation will be included in the evaluation of all assignments, tests and discussion boards. It is expected that you will use common courtesy when posting responses to the Discussion Board. Evidence of meaningful interaction with your classmates on the Discussion Board with thorough and well-thought out responses is required. See the Evaluation Procedures section of the syllabus for specifics on how Discussion Boards will be graded. No discussion boards will be graded unless the student has completed the minimum 3 posts. Expect that your instructor will respond to your emails and phone call within **48 hours during weekdays (Monday-Thursday); weekend emails or calls will be returned the following weekday.** Your instructor is here to help you! However, since face-to-face meetings with the instructor are limited, you may have to initiate contact via email.

eCampus
The Dallas County Community College District uses eCampus as the software platform for facilitating communication among students and the instructor in this course. Course announcements, assignments, documents, tests, grades, and other information will be posted on [http://ecampus.dcccd.edu](http://ecampus.dcccd.edu).

It is your responsibility to become familiar with eCampus and check it regularly. Go to the web site and follow the procedures indicated. Please note that if you have trouble with eCampus, you must call technical support at 1-866-374-7169 or 972-669-6402.

Time Management
It’s tempting to procrastinate in a class, which means it’s very easy to get behind – and very hard to get caught back up. It is strongly recommended that you work out your typical weekly schedule so you’ll have a general guide for incorporating study time in with your other activities. Several online tools provide charts to help make this task a little easier. It’s important to establish a realistic schedule and keep to it. If you know you always watch a particular television show, go ahead and schedule that in. Give yourself rewards for assignments completed and punishment for work missed. Make your favorite show or going to a movie your reward. If you don’t finish the assignment - no favorite TV show or movie that week. Successful students spend 2 to 3 hours regularly each week for each hour of credit for a class. For example, a 3-hour credit class requires a minimum of at least 6 to 9 hours of work each week of the semester to complete all requirements.

- Arrive a little earlier to work; use that time for studying.
- Get up a 1/2 hour early and use that time to go over new material.
- Spend your lunch hour away from the TV or friends – spend that time studying.
- Review the syllabus, study guide, or notes while waiting in long lines, before appointments, for the kids at the dentist (school, dance lesson, etc.).
- Set your mind to work steadily for 30 minutes - and keep to it. (Using a timer or wristwatch with an alarm can be a big help. That way, you won’t have to guess what time it is or keep looking at the clock - you can concentrate on studying).

Lastly, you **MUST** manage your time wisely, be disciplined, and study!
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<th>INSTITUTIONAL POLICIES</th>
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<tbody>
<tr>
<td><strong>EMERGENCY OPERATING PROCEDURES</strong></td>
<td>North Lake College and the Dallas County Community College District has developed policies and procedures for dealing with emergencies that may occur on campus. To familiarize yourself with these procedures, please take time to watch the overview video: <a href="http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv">http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv</a></td>
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<tr>
<td><strong>STOP BEFORE YOU DROP</strong></td>
<td>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 six 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 six 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: <a href="http://www.dcccd.edu/SixDrop">http://www.dcccd.edu/SixDrop</a></td>
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<td><strong>ADMINISTRATIVE WITHDRAWAL</strong></td>
<td>Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.</td>
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<tr>
<td><strong>WITHDRAWAL POLICY</strong></td>
<td>If you are unable to complete this course, it is your responsibility to officially withdraw. The withdrawal request must be received in the Registrar’s Office by the drop date listed in the DCCCD Academic Calendar. Failure to do so will result in your receiving a performance or course completion grade of an &quot;F.&quot; Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering for the same course a third time. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a &quot;W&quot; (Withdraw) in each class dropped. Students sometimes drop a course when help is available that would enable them to continue. Before you make the decision to drop this course, please email the instructor.</td>
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<tr>
<td><strong>FINANCIAL AID</strong></td>
<td>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 are also subject to this policy. To apply for Financial Aid in the DCCCD, students must complete the FAFSA (Free Application for Federal Student Aid). To speak with someone, please contact the Financial Aid Call Center at <a href="mailto:facc@dcccd.edu">facc@dcccd.edu</a> or at <a href="http://www.dcccd.edu/FA">http://www.dcccd.edu/FA</a></td>
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<tr>
<td><strong>FINANCIAL AID CERTIFICATION OF ATTENDANCE</strong></td>
<td>You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.</td>
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</table>
| **ACADEMIC DISHONESTY** | Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. As a college student, you are considered a responsible adult. The Student Code of Conduct prohibits academic dishonesty and specifies penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

- Cheating on a test includes:
  - Copying from another student’s test paper; Using, during a test, materials not authorized by the person giving the test; Collaborating with another student during a test without permission to do so; Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test. Substituting for another student, or permitting another student to substitute for you to take a test; and Bribing another person to obtain an unadministered test or information about an unadministered test.
- “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.
- “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
- A grade of zero or a lowered grade on the assignment or course.
- A reprimand.
- Suspension from the college.

<p>| <strong>REPEATING THIS COURSE</strong> | Effective 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 not 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: <a href="http://www.dcccd.edu/ThirdCourseAttempt">http://www.dcccd.edu/ThirdCourseAttempt</a> |
| <strong>NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)</strong> | Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor. 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. |</p>
<table>
<thead>
<tr>
<th>FINAL COURSE GRADES</th>
<th>Final Grade Reports are not mailed. Convenient access is available online at <a href="http://www.dcccd.edu/eConnect">http://www.dcccd.edu/eConnect</a>. Use your identification number when you log into eConnect.</th>
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<tr>
<td>ADA STATEMENT</td>
<td>North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165. <a href="http://www.northlakecollege.edu/resources/disability.html">http://www.northlakecollege.edu/resources/disability.html</a> If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-238-6180 (Voice/TTY). More information is available about Disability Services from the Student Services website: <a href="http://www.dcccd.edu/Access">http://www.dcccd.edu/Access</a></td>
</tr>
<tr>
<td>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)</td>
<td>In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.</td>
</tr>
<tr>
<td>COUNSELING SERVICES</td>
<td>Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311. For additional information, go to: <a href="http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx">http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx</a></td>
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| THE ACADEMIC SKILLS CENTER | The ASC is designed to provide the following assistance to students:  
• An **ESOL lab** with computer access.  
• Free tutoring for students enrolled in **Foreign Language** courses.  
• The **iRead Lab** offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.  
• The **Writing Center** to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.  
• The **Online Writing Lab (OWL)** allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus under the Community tab.  
• The **Blazer Internet Lounge** with computers, additional open seating and WiFi access. For more information or to schedule a tutoring appointment, visit A-332; call 972-273-3089. |
The **Office of Institutional Equity**, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students With Disabilities**

If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

**College Disability Services Office**

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<thead>
<tr>
<th>College</th>
<th>Race</th>
<th>Phone</th>
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<tbody>
<tr>
<td>North Lake College</td>
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<td>972-273-3165</td>
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</table>

**A Note on Harassment, Discrimination and Sexual Misconduct**

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit [www.dcccd.edu/titleIX](http://www.dcccd.edu/titleIX).

**College Title IX Coordinators**

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4825</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7358</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8561</td>
</tr>
<tr>
<td>North Lake</td>
<td>Rosemary Meredith</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3992</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6386</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6672</td>
</tr>
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</table>

**District Title IX Coordinator**

<table>
<thead>
<tr>
<th>Office of Institutional Equity</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaShawn Grant</td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
<td>214-378-1633</td>
<td></td>
</tr>
</tbody>
</table>

**DISCLAIMER RESERVING THE RIGHT TO CHANGE SYLLABUS**

The instructor reserves the right to amend this syllabus as necessary. This course syllabus is intended as a set of guidelines for Business Principles. Both North Lake College and your instructor reserves the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within the prevailing conditions affecting this course.
### *RUBRIC: ASSIGNMENTS*

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>20 Points</th>
<th>10 Points</th>
<th>5 Points</th>
<th>0 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Content</td>
<td>Answers clearly address the questions and offers evidence/examples to support answers.</td>
<td>Questions are answered clearly, but examples/supporting points are vague.</td>
<td>Questions are answered very briefly; lacks support as evidence.</td>
<td>Questions are not answered or answers given are incorrect.</td>
</tr>
<tr>
<td>Organization</td>
<td>Answers are well organized and comprehensive. Ideas flow from one to the other, presented in essay fashion.</td>
<td>Answers are organized, but missing key parts.</td>
<td>Answers are not organized. One topic does not flow into the next.</td>
<td>The main question is not answered.</td>
</tr>
<tr>
<td>Spelling/Grammar/Punctuation</td>
<td>Answers are free of spelling, grammar, and punctuation errors. Ideas are expressed clearly.</td>
<td>A couple of errors may be present, but the answers and thoughts still flow well.</td>
<td>Some spelling and punctuation errors; answers are hard to follow.</td>
<td>Many errors and answers are incomplete and/or unclear.</td>
</tr>
</tbody>
</table>

### *RUBRIC: DISCUSSIONS*

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>20 Points</th>
<th>10 Points</th>
<th>5 Points</th>
<th>0 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Content</td>
<td>Response answers the question in 150 words or more and offers examples to support opinions.</td>
<td>Response answers the question in less than 150 words; examples/supporting points are vague.</td>
<td>Response is answered in 100 words or less; lacks support.</td>
<td>Response is not given.</td>
</tr>
<tr>
<td>Response to Other Students</td>
<td>Student engaged in discussion with at least two other students in the class.</td>
<td>Student answers the question but only responds to one other student in the class.</td>
<td>Student answers the question briefly and does not respond to students in the class.</td>
<td>Student does not answer the question or respond to any students.</td>
</tr>
<tr>
<td>Spelling/Grammar/Punctuation</td>
<td>Answers are free of spelling, grammar, and punctuation errors. Ideas are expressed clearly.</td>
<td>A couple of errors may be present, but the responses still flow well.</td>
<td>Some spelling and punctuation errors; responses are hard to follow.</td>
<td>Many errors and answers are incomplete and/or unclear.</td>
</tr>
<tr>
<td>Timeliness</td>
<td>All required postings are listed early enough for others to read and respond.</td>
<td>All required postings are listed, but some not in time for others to read and respond.</td>
<td>Submitted at the last minute without allowing response time.</td>
<td>All of the required postings are missing.</td>
</tr>
</tbody>
</table>