

CRN 32205 MGMT1013Z01, INTRODUCTION TO BUSINESS, SUMMER 2019

Instructor: Wayne E. Ballentine
Section # and CRN: MGMT1013-Z01, 32205
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Office Hours: By appt.
Mode of Instruction: ONLINE

Course Location: 5-Week ONLINE
Class Days & Times: N/A
Catalog Description: MGMT 1013 provides an overview of business operations and the role of business in modern society. Topics of current interest to the business community will be introduced and discussed.

Prerequisites: NONE
Co-requisites: NONE

Required Texts: Nickels, McHugh, McHugh (2013) *Understanding Business 12th ed. and CONNECT with LearnSmart*, McGraw-Hill Higher Education.
 ISBN: 9781260523959
<http://connect.mheducation.com/class/w-ballentine-1st-summer-2019-online>

**Recommended
Texts:**

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Broaden one's understanding of the free enterprise system		
2	Examine how businesses operate in today's political, social and economic environment		
3	Provide basic knowledge of the characteristics of business enterprise		
4	Define the role of profits in our economic system and business		
5	Explain business functions such as -- management, organization, human relations, marketing, accounting, finance and ethics		
6	Analyze the methods and procedures in business needed to arrive at effective decisions		
7	Establish, expand and enrich business vocabulary to allow understanding of events and activities		
8	Identify career opportunities in business and assist in selecting a vocation or enhancing one's vocation		

9	Generate an atmosphere that encourages personal business experience and philosophies to be shared		
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Expectations are simple: Practice using the techniques and principles of good business operations. As you learn the various aspects of these operations, monitor your progress and understanding that will allow you to demonstrate that you have mastered these principles which you will employ in the “real” world. You are limited only by your personal effort. Don’t let other things distract you from your capability to be successful.

You are required to use *Connect with LearnSmart* since we are online. Your grade is composed of three (3) exams and twelve (12) Chapter Readings in Connect. For the maximum points, you must complete the Chapter Reading Assignments each week by Sunday.

I will leave all the Readings open until the end of the semester to “catch up” – for individuals who elect to do things at the last minute. ***This comes with a penalty – you can only get the maximum of a 7.5 points or a “C” for completing each of the Readings late.*** You are an adult and expected to behave like one. The choice is yours concerning how well you perform in this class.

Rubric for 15-Week Online Class

Homework & Tests	Points Possible
1. 12 Chapter Readings – 3 Chapters Due Weekly (10 Pts. Maximum)	120
2. 3 Exams (50 Questions = 100 Pts. Maximum)	300
TOTAL POINTS POSSIBLE	420

SEMESTER CALENDAR

Week 1: June 3 - 9 Topic Description

Nickels, McHugh, McHugh (2014) *Understanding Business 12th ed. and CONNECT with LearnSmart*, McGraw-Hill Higher Education.

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Readings:

Chapter 1 -- Taking Risks in the Dynamic Business Environment

NOTE: Each week by 12:00 AM = midnight, Sunday, June 9, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

June 3 – 9 Topic Description

Chapter 2 – Understanding Economics & How It Affects Business

NOTE: Each week by 12:00 AM = midnight, Sunday, June 9, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

June 3 – 9 Topic Description

Chapter 5 – How to Form a Business

NOTE: Each week by 12:00 AM = midnight, Monday, June 11, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

Week 2: June 10 - 16 Topic Description

Chapter 6 – Entrepreneurship and Forming a Small Business

NOTE: Each week by 12:00 AM = midnight, Sunday, June 16th, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

EXAM 1 = Chapters 1, 2, 5 & 6 – Exam open June 10 – 16 Due Midnight of the 16th

June 10 - 16 Topic Description

Bonus Chapt. D = Managing Personal Finances

NOTE: Each week by 12:00 AM = midnight, Sunday, June 16th, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

June 10 - 16

Chapter 17 – Understanding Accounting and Financial Information.

NOTE: Each week by 12:00 AM = midnight, Sunday, June 16th, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

Week 3: June 17 - 23
Topic Description

Chapter 18 – Financial Management

NOTE: Each week by 12:00 AM = midnight, Sunday, June 23rd, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

June 17 - 23
Topic Description

Bonus Chapt. A = Working within the Legal Environment

NOTE: Each week by 12:00 AM = midnight, Sunday, June 23rd, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

***EXAM 2 = Chapters D, 17, 18 & A – Exam open June 19 – 23
@Midnight, June 23rd***

June 17 - 23
Topic Description

Chapter 4 – Demanding Ethical & Socially Responsible Behavior

NOTE: Each week by 12:00 AM = midnight, Sunday, June 23rd, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

Week 4:
June 24 -30
Topic Description

Chapter 11 – Human Resource Management

NOTE: Each week by 12:00 AM = midnight, Sunday, June 30th, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

June 24 -30
Topic Description

Chapter 13 – Marketing

NOTE: Each week by 12:00 AM = midnight, Sunday, June 30th, you will be expected to have read the assigned chapter. This accounts for 25% of your grade. I allow you to “catch up” but you will suffer a penalty for being late.

***EXAM 3 = Chapters 4, 7, 11 & 13 – Exam open June 24 – July 2
@ Midnight, July 2nd***

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. <https://www.pvamu.edu/library/> Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam

proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, live scribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazelwood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as

one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows or Mac; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 32-bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.