The content and dates listed in this syllabus are subject to change depending on circumstances during the semester.
Student Learning Outcomes:
Upon successful completion of this course, students will be able to:

<table>
<thead>
<tr>
<th>Course Learning Objectives</th>
<th>Core Skills Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify financial objectives and set goals.</td>
<td>CT, C</td>
</tr>
<tr>
<td>2. Analyze and assess personal credit worthiness and identify warning signs in debt management and steps to correct these; importance of good credit score and avoiding personal bankruptcy</td>
<td>CT, C, EQ, SR</td>
</tr>
<tr>
<td>3. Analyze and synthesize the intricacies of savings/loans, financial options and consequences</td>
<td>CT, EQ</td>
</tr>
<tr>
<td>4. Analyze mortgage loan financing and identify the role of sub-prime mortgage loans in the crisis (2008-2009) that eventually led to the recession at a significant cost to the society (bankruptcy, homelessness) and the economy</td>
<td>CT, SR</td>
</tr>
<tr>
<td>5. Apply the time value of money concepts to investment strategies</td>
<td>CT, EQ</td>
</tr>
<tr>
<td>6. Apply market demand and supply analysis to interest rate determination; interest rates in the U.S. and other countries (includes global issues)</td>
<td>CT</td>
</tr>
<tr>
<td>7. Demonstrate the effects of domestic and foreign currency appreciation/depreciation on the price of imports and exports (includes global issues)</td>
<td>CT, EQ</td>
</tr>
<tr>
<td>8. Analyze and evaluate various investment options (stocks and bonds- U.S. and global, ADR (an alternative to foreign stocks), mutual funds, domestic and international, and development of savings and investment plan. (includes global issues)</td>
<td>CT, C, EQ, SR</td>
</tr>
<tr>
<td>9. Analyze tax planning and assess insurance needs and options. (includes global issues)</td>
<td>CT, EQ, SR</td>
</tr>
<tr>
<td>10. Assess financial need during retirement, analyze options and set up a plan</td>
<td>CT, C, EQ, SR</td>
</tr>
<tr>
<td>11. Integrate various financial concepts into a comprehensive financial plan and present in the class (includes global issues)</td>
<td>CT, C, EQ, SR</td>
</tr>
</tbody>
</table>

Critical thinking skills (CT): Creative thinking, innovation, inquiry and analysis, evaluation and synthesis of information.
Communication skills (C): Effective development, interpretation and expression of ideas through written, oral and visual communication.
Empirical and Quantitative skills (EQ): Manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Social Responsibility (SR): Intercultural competence, knowledge of civic responsibility and the ability to engage effectively in regional, national and global communities.

Method of Determining Final Course Grade:

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value (percentages)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three tests (@100 pts)</td>
<td>44%</td>
<td>300</td>
</tr>
<tr>
<td>Final examination**</td>
<td>14%</td>
<td>100</td>
</tr>
<tr>
<td>Assignments</td>
<td>14%</td>
<td>100</td>
</tr>
<tr>
<td>Term Project</td>
<td>14%</td>
<td>100</td>
</tr>
<tr>
<td>Total:</td>
<td>100%</td>
<td>600</td>
</tr>
</tbody>
</table>

**Final examination will be cumulative, covering materials covered during the semester including any assigned videos, discussion, and business articles.

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Grading Criteria and Conversion:
A = 600 – 540 points or 90% of Total points;
B = 539 – 480 points or 80% of Total points;
C = 479 – 420 points or 70% of Total points;
D = 419 – 360 points or 60% of Total points;
F = 360 points or below or 59% or below of Total points

Detailed Description of Major Assignments:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>Numerous homework will be assigned throughout the semester in addition to the required reading. All homework assignments will need to be submitted at the beginning of the class on the dates they are due. <strong>Late submission of homework will not be accepted. As such, if a student is expected to be absent on a day when a particular homework is due then the student should email the said homework (in MS Word® document) to the instructor before the beginning of the class. It is the student's responsibility to obtain all information from a missed class period.</strong> This includes any assigned homework or announced changes in exam dates, etc.</td>
</tr>
<tr>
<td>Taskstream Project</td>
<td>The Taskstream project is an avenue to fulfill the &quot;closing the loop&quot; assessment requirement. It will entail submitting “artifact” (items of coursework) that will serve as evidence that the course objectives are met. The submission will include preparation of a personal statement and goals, personal financial statements, monthly budget plan and how to manage variances, credit worthiness and how to improve it, housing and transportation buying power, and investment risk tolerance assessment. The aforementioned document will be developed by the student throughout the semester and at the end of the semester students are to resubmit them after incorporating feedback from the instructor.</td>
</tr>
<tr>
<td>Term Project</td>
<td>Since this course has a global perspective, students will be required to present and submit a term project with the help of a number of fellow classmates. The project will entail identifying and describing a specific current global issues or challenges that involves or impacts personal finance and financial planning. The selected topic must be submitted and approved by the instructor prior to working on it. The paper should analyze and discuss the implications and consequences of action or inaction to address the specific global issue or challenge and evaluate possible solutions to the selected topic from the perspectives of ethical, economic, political and social implications.</td>
</tr>
</tbody>
</table>

Course Procedures or Additional Instructor Policies

Course Procedures:
Lectures and discussions will be the primary format of class sessions. The course, being technical in nature, will require regular and punctual attendance to properly understand the course materials. Students will be expected to read materials prior to discussion in the class. Students may be required to participate in on-line exercises during the class and classroom discussions will tend to focus on “how to” aspects of the learning objectives. Students may be called upon to discuss some of the assigned homework. Opportunities will be provided to students throughout the class period to ask questions on materials that they do not understand or need further elaboration.

Test dates will approximate the schedule listed in this document and will be announced at least one week in advance. The exams may consist of any of the following questions types: true/false, multiple choice, short answers, essays, short problems, and comprehensive problems. Essays will be required to be answered in legible and grammatically correct form. Needless to mentions, obtaining good grades will require understanding of the concepts, tools and techniques learned in the course.

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Examination Policy:
1. The tests are closed book, timed and should be taken as scheduled.
2. Exams may consist of multiple-choice questions, problems, and short essays.
3. No makeup examination will be allowed.
4. If anyone misses any tests, a score of zero will be added to the cumulative points earned up to that point in time. If anyone misses the final exam without prior approval then that student will have failed the course.
5. For those with a University approved absence from an exam, it is the student's responsibility to notify the instructor prior to the exam in order to be eligible to sit for a make-up examination. Along with written excuse, arrangements to take the make-up exam will need to be made by the student within two (2) days of return.
6. If a calculator is required for exams and a cell phone will not be allowed to be used as a calculator during exams. Students won't be allowed to share a calculator during an exam.
7. The final exam is comprehensive and required and will include selected materials covered during the semester including handouts, discussion topics, etc. If anyone misses the final exam without prior approval, the student will have failed the course.
8. The final exam is mandatory. If the performance on final exam is better than the worst test score, the latter will be dropped and replaced by the equivalent score on the final exam.

As mentioned above, the Final exam is mandatory, therefore, students who desire to get a grade other than an “F” must take the final exam. Students will have to earn their grades and the grades earned will be the grades received. Grades will be based solely on performance in the above categories. No credit for any extra work is allowed and the grade will not be curved. An “Incomplete” grade (I) is given only in case of documented medical or other extenuating circumstances and the student needed to have been in a good academic standing (must have attained at least 60% of the available points at the time of the incident). Needless to say, the “Incomplete” grade (I) is not automatic and requires approval of the instructor.

Due to this being an online course, all of the exams will administered in a proctored environment. Students have two options:

Option 1: Take the exam online with Examity, which is free of charge. If you utilize this service, you MUST meet the requirements below. Although the cost is free, students may incur a cost if the exam is taken after the scheduled test date. This will only be an option that is approved by the professor. All students are required to take the exams as scheduled. It is the students’ responsibility to schedule the date and time for the exams within the scheduled allotted time. I strongly recommend that you schedule your time slot well in advance to ensure the availability of proctors. There will not be any make up exams permitted. Therefore, you need to be sure that you schedule timely and if taking online with Examity that you meet all of the technical requirements. There is also a PDF resource attached to the course as a quick guide for students. You will have to provide a government issued photo ID or school ID when registering. Make sure that the selected photo is a clear and current picture. Also that this ID is used when you take the exams.

**REQUIREMENTS FOR USING ONLINE EXAMITY PROCTORING SERVICE:**

I WILL POST A NOTICE ON ECOURSE ONCE I GET CONFIRMATION FROM EXAMITY THAT STUDENTS CAN START REGISTERING FOR THE EXAMS. YOU NEED TO MAKE SURE THAT YOU REGISTER AND MAKE SURE THAT YOU COMPUTER MEETS THE TECH REQUIREMENTS. THERE WILL NOT BE EXCEPTIONS FOR MAKING UP AN EXAM FOR TECHNICAL ISSUES. IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOU MEET THE REQUIREMENTS FOR THIS COURSE. THE PURPOSE OF PROVIDING THE DATES OF THE EXAMS ARE TO ALLOW YOU TO REGISTER WELL IN ADVANCE. PV IS NOT THE ONLY SCHOOL THAT

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• Exams must be completed on PC (either desktop or laptop). ABSOLUTELY NO TABLETS
• If you use Examity, you are not to have anyone in the area where you are taking the exam.
• Government-issued ID must be shown for each exam. I recommend that you use the same ID that was used when registering with Examity.
• Webcam
• Microphone and speakers (either built-in or external)
  o Examity does not allow headphones/ear buds
• Browser with pop-up blocker disabled
• Internet speed must be at least 3 Mbps for both download/upload. Run a test at http://www.speedtest.net
• Examity support for students:
  o Phone: 855-392-6489
  o Email: support@examity.com
  o Live Chat (link is at the top and bottom of the Examity portal)
• Students are advised to login to Examity 15 minutes before the actual exam time

Option 2: Take the exam at an onsite proctoring test center. This may occur additional costs for the student for each exam. If students decide to take the exams at a testing center, the professor needs at least a two advance notification to allow arranging testing at preferred testing site. There is a proctoring service offered at the main campus free to all PVAMU students. Below is the link for the online proctor services.
  http://www.pvamu.edu/universitycollege/home/ae/testing/proctored-exams/.

If you decide to take the exams at any of the proctoring sites, you will need to provide me at least a 7 business day (Monday – Friday) notice before the scheduled exam date. You are REQUIRED to compete and submit the proctoring form to me via email (djharvey@pvamu.edu) at your time of notification. It is your responsibility as the student to be knowledgeable of the policies and procedures of the proctoring site. As well as the dates and schedule of the proctoring site. IF YOU DO NOT MEET THIS DEADLINE, YOU WILL NOT BE ABLE TO TAKE THE EXAM!!!!!!

There may be quizzes within the course as well. The quizzes are NOT administered via Examity. Students will take the quiz within eCourses.

Discussion Engagement Policy:
Students will be required to participate in all class room discussion to get the maximum learning from the course. Excessive absences (excused or un-excused) or tardiness will adversely affect the overall grade in the course.

Use of the Study Guide:
Students are encouraged to take advantage of the study guide or other materials provided by the publisher of the book.

Submission of Assignments:
Homework and projects will be distributed via the eCourse or in a hard copy form but they should be submitted in a hard copy form at the beginning of the class on the dates they are due. Once the deadline for submission is over for a particular assignment, opportunity to submit that particular assignment will be closed. At times, students may be asked to submit assignments via the eCourse therefore students should have a working knowledge of uploading and downloading of files from the eCourses. For directions to access

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eCourses please contact the Office of Distance Learning at dlearning@pvamue.edu or (936) 261-3282 or the Helpdesk at (877) 241-1752 or (936) 261-2525.

**Taskstream Project:**
The final project would include preparation of a personal statement and goals, personal financial statements, monthly budget plan and how to manage variances, credit worthiness and how to improve it, housing and transportation buying power, and investment risk tolerance assessment. The aforementioned document will be developed by the student throughout the semester and at the end of the semester students are to resubmit them after incorporating feedback from the instructor.

**Taskstream:**
Taskstream is a tool that the university uses for assessment purposes. Coursework that serves as evidence that course objectives have been met are submitted into Taskstream as an “artifact,” in the university’s effort to “closing the loop”. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

**Term Project:**
Since this course has a global perspective, students will be required to present and submit a term project with the help of three other fellow classmates (a total of four students to a team). Each team can select its own members from the classmates and should not have any more than four students in each team. The project should address the followings:
- Identify and describe a specific current global issues or challenges that involves or impacts personal finance and financial planning. The selected topic must be submitted and approved by the instructor prior to working on it.
- The paper should analyze and discuss the implications and consequences of action or inaction to address the specific global issue or challenge.
- While applying the knowledge that you have gathered over the semester in this course, evaluate possible solutions to the selected topic from the perspectives of ethical, economical, political and social implications.
- Submit and present to the class.
- More details will be available toward the later half of the semester.

**Formatting Documents:**
Microsoft Word is the standard word processing tool used at PVAMU. If you’re using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

**Calculator Policy:**
Part of the objectives of this course is to prepare students with necessary knowledge and skills to perform well in the business world. Financial calculator is a very helpful tool; accordingly, students will be taught how to use a financial calculator and it is necessary to have one.

**Communication Expectations:**
Students may send email via eCourses to the instructor anytime that is convenient to them. All emails or discussion postings requiring a response will receive a response from the instructor within 48 hours following the time of receipt during the workweek (Monday through Friday). Emails received on Fridays will be responded to by the close of business on the following Mondays. E-mails received during the workweek by the close of business (5:00 pm CST) will be responded on the day following instructor’s receipt of messages.

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Student Support and Success:

- **Center for Business Communication** [Location: Room 200, New AG/BUS Building, (936) 261-9267]
  If you need someone to review or critique your writing assignment, you are encouraged to visit the Center for Business Communication during the posted hours. Tutorial assistance is provided for COB students with class and professional assignments such as resume writing, essays, reports, articles, biographical sketches, research papers, outlines, memoranda, book reviews and various business correspondences.

- **Textbook and Copy machine** [Room 200, New AG/BUS Building, Monday - Friday 9:00 a.m. - 5:00 p.m.]
  The CBC also has a copy machine for student use and a large reference library with some textbooks available for student checkout. Appointments are preferred. Please stop by, call (936) 261-9267, or send an e-mail to Ms. Edwina Garcia at ecgarcia@pvamu.edu.

- **Academic Enhancement, Progress Monitoring & Achievement Planning** [Location: Room 453]
  The College of Business has full-time dedicated personnel to help student succeed academically. Any student who is falling behind on his/her studies or having trouble coping academically is encouraged to seek the office’s help. Students can stop by at any time during the working hours and should not wait until the end of the semester or the point of no return to seek help. The office can help in establishing study schedule, time management, goal setting, mentoring among many things. For questions or further detail please contact Mrs. Carolyn S. Davis at (936) 261-9237 or via email at csdavis@pvamu.edu.

- **Course Tutorial Assistance**
  Tutors are available in room 200 in for certain COB classes (namely, accounting, finance, economics, statistics, management systems, productions management, MIS) during the posted hours. Some tutors are also available in the John B. Coleman Library. Take advantage of this valuable resource made available by the College if Business.

- **Virtual Tutors**
  If you are not able to attend a tutorial session but still need help, you may e-mail a COB faculty member for help in the subject matter and a faculty member will respond. A list of e-mail contact information is listed below.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>E-mail Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td><a href="mailto:ACCTtutor@pvamu.edu">ACCTtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Business Law</td>
<td><a href="mailto:BLAWtutor@pvamu.edu">BLAWtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Finance</td>
<td><a href="mailto:FINtutor@pvamu.edu">FINtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Economics</td>
<td><a href="mailto:ECONtutor@pvamu.edu">ECONtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Management</td>
<td><a href="mailto:MGMTtutor@pvamu.edu">MGMTtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Management Information Systems</td>
<td><a href="mailto:MISYtutor@pvamu.edu">MISYtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Marketing</td>
<td><a href="mailto:MRKTtutor@pvamu.edu">MRKTtutor@pvamu.edu</a></td>
</tr>
</tbody>
</table>

- **Homework Lab** [Location: Room 332]
  The College of Business has a homework lab with computers available for student use during the posted hours. Students with technical problems may contact the on-site lab technician for immediate assistance. **Hours of Operation** (Lab Technician present): Monday - Thursday 8:00 a.m. - 7:00 p.m., Friday 8:00 a.m. - 5:00 p.m., Saturday 10:00 a.m. - 2:00 p.m.

- **Student Lounge** [Location: Room 219]
  The COB Student Lounge is located on the second floor of the new AG/BUS building in room 219. Food and beverages are allowed in this area. Copies of The Panther, flyers for student organization activities,

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business magazines and scholarship information are available in this room. Hours are 8:00 am until 5:00 p.m. Monday through Friday.

- **Student Organizations**
  Several student organizations such National Association of Black Accountants (NABA), Finance Students Association (PVFA), Association of Information Technology Professionals (AITP), American Marketing Association (AMA), Phi Beta lambda, Toastmasters Club are operational at the COB. Join these clubs to sharpen your teamwork and leadership skills as well as boost up your résumé.

**Technical Support:**
Students should call the University Helpdesk at (936) 261-2525 or (877) 241-1752 for technical issues with accessing the eCourses. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, contact the Office of Distance Learning at dlearning@pvamu.edu or (936) 261-3290 or (936) 261-3282.

**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/](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 Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The tutors are trained and certified by the coordinator each semester. 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). 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 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. The consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the NW 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

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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, livescribe, Kurzweil, 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 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 Hazlewood 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.

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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.

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 7; Mac with OS X; 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 16 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

The content and dates listed in this syllabus are subject to change depending on circumstances during the semester.
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.

The Vision, Mission and Core Values of the College of Business

Vision
The Prairie View A&M University COB envisions becoming a nationally recognized business program known for its transformative impact on students through an education that empowers them to reach their full potential.

Mission
The Prairie View A&M University College of Business transforms students from diverse academic and socioeconomic backgrounds into ethical business professionals and leaders who are entrepreneurial, productive, and prepared to succeed in the global economy. We achieve this through our strong commitment to high-quality teaching, relevant and impactful research, and outreach to the community.

Core Values

1. Academic Excellence: We support the pursuit of academic excellence by students, faculty and staff, by creating an environment that inspires and fosters learning, scholarship, and service.
2. Diversity: We believe that diversity in experience, ideas, beliefs, races, cultures, national heritages, lifestyles, and perspectives is a source of strength.
3. Integrity: We believe that honesty is the best strategy for building trust. We expect everyone in the COB community to act with integrity and be accountable for his or her actions
4. Collegiality: We believe in the importance of building a culture of openness and civility where each member of the team feels valued and respected for their contributions to the College’s success.
5. Partnership: We believe that there is power in building partnerships across the campus and with institutions and people with whom we have a mission overlap.
6. Social Responsibility: We believe in corporate social responsibility - businesses must serve the society. As an educational institution, we are committed to the greater good of the society through teaching, research, and outreach to the community.
7. Growth-mindset: We believe in the growth-mindset, the idea that we all can enhance our knowledge and competencies through hard work with a positive attitude towards learning.
8. What we do: As a faculty, we believe in the importance of high-quality teaching, research, and service. The weights assigned to these three areas are, 50%, 30%, and 20% respectively. This guides decisions in faculty evaluation, merit raise, and strategic planning.

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Tests are based, primarily, on the Textbook but materials discussed in the class may also be included.