W. Fielding Rubel School of Business

Fall 2020 Syllabus

BUSA 103

**Introduction to Business**

Course Prerequisite: None

Section 01 - T, TH – 8:00– 9:15 a.m.

Section 02 - T, TH – 9:25 – 10:40 a.m.

Section 03 - T, TH – 12:15 - 1:30 p.m.

**Important**: This syllabus and its components are subject to change based on modifications to applicable guidelines. Your instructor will attempt to communicate all changes to you in a timely manner.

Instructor Information

**Instructor:**  Patricia P. Carver, she/her/hers/herself

**E-mail Address:** pcarver@bellarmine.edu

**Office Location:** Centro 146

**Office Phone:** (502) 272-8165 (Leave message)

**Home Phone:** (502) 649-6926

**Teams Office:** [Dr. Carver’s Teams Office Site](https://teams.microsoft.com/l/channel/19%3acd80b63e7cf44bbf951255e01a55c1f2%40thread.tacv2/General?groupId=f9d52161-53f9-4dcb-a25d-5ec35baf08e9&tenantId=5290229c-d9f1-45dc-a0d4-263790f731fa)

**Office Hours:** Tuesdays: 7:30 – 8:00 am, 10:40 – 12:00, 1:30 – 3:00

Thursdays: 7:30 – 8:00 am, 10:40 – 12:00, 1:30 – 4:00 - Also by appointment

Course Information

Course Description

<https://catalog.bellarmine.edu/2021-2022/>

Builds a foundation of basic business concepts and increases the student’s appreciation of the functional areas of business. Emphasis is on the role of each functional area, how the organization integrates the functions, fundamental business concepts, and the use of technology to operate successfully. Learning to use basic technology as it relates to business practices is integrated with knowledge of the concepts. The course incorporates a stakeholder perspective that takes into account all constituencies impacted by the firm.

**Modality**: Traditional/Face-to-Face

**Meeting location:** Centro 180

**Meeting day and time:**  Section 01 - T, TH – 8:00– 9:15 a.m.

Section 02 - T, TH – 9:25 – 10:40 a.m.

Section 03 - T, TH – 12:15 - 1:30 p.m.

**Prerequisites/Corequisites**: None

**Credit Hours**: 3

Learning Outcomes

This course meets the following business core assessment outcomes adopted by the Rubel School of Business:

1. Communication Abilities
2. Use of Information Technology
3. Multicultural and Diversity Understanding
4. Group and Individual Dynamics in Organizations

These may include but are not limited to coverage of the following specific course objectives.

1. Students will demonstrate an understanding of the concept of Planning, Organizing, and Leading.
2. Students will demonstrate basic Excel skills.
3. Students will demonstrate presentation skills and writing skills.

It is the intent for this class to be in person for the Fall Semester. If the class moves online, there may be adjustments to the syllabus to facilitate the change.

Course Methodology

The outcomes stated above will be achieved through several pedagogies, including:

Lecture/Discussion: The discussion and sharing of knowledge, experiences, opinions, and ideas sharpen analytical skills, improves judgment, and enhances conceptual skills. Assigned readings will be covered in class to varying degrees. In some instances, the basic concepts and theories will be addressed in detail, while in others, additional examples, applications, and extensions of the material will be presented or solicited. Whatever the degree or amount of lecture, students will be actively involved.

Course Materials

**Required Materials:** *Foundations of Business the Essentials,* Pride, Hughes & Kapoor (7th edition)

**Textbook Website:** [Cengage.com](https://www.cengage.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780357717943&token=&_gl=1*1geevn3*_ga*MTA0NDY1MjkuMTYzMTA1OTEzNg..*_ga_1Z1VMVSHXM*MTY2MDMyNDg5OC45LjEuMTY2MDMyNTY2Ny4w)

**Required Materials:** Beginning Excel, Brown. Lave, Romey, Schatz, Shingledecker, Open Oregon Educational Resources

**Textbook Website:** [**https://openoregon.pressbooks.pub/beginningexcel/**](https://openoregon.pressbooks.pub/beginningexcel/)

**Optional Materials:** Not applicable

**Moodle:** https://moodleilp.bellarmine.edu/

Note: The 2002 Technology, Education, and Copyright Harmonization Act (TEACH Act) permits select copyrighted works to be posted online for this course under strict conditions. Students may use these works solely as instructional resources and may not share these works with anyone not enrolled in this course, nor may they maintain copies of these works beyond the end of this term.

Technology

**Required equipment/hardware**

*Note that the use of Chromebooks or mobile devices running mobile operating systems may not be supported.*

* A computer manufactured within the last five years, with a current operating system and using physical keyboard and mouse input (or applicable alternative as needed for students with accessibility-based accommodations).
* An audio-visual recording device, such as a webcam or smartphone with camera.
* Reliable Internet access at speeds of at least 25 Mbps download and 3 Mbps upload.
* Access to

**Required applications/software**

* An updated, full-featured web browser such as Chrome, Safari, Edge or Firefox.
* Microsoft Office. This suite of tools is available to all Bellarmine students at no additional charge, in both online and desktop application formats. You will need this for the excel portion of the course. Some Mac computers have a spreadsheet application called Numbers. This software, along with other non-365 office software, is insufficient for the class. You will need at least Microsoft Excel and PowerPoint to meet the needs of the course. Information on accessing and downloading Microsoft tools for free, as a Bellarmine student, can be obtained at <https://one.bellarmine.edu/community/tsc/services/Pages/Software.aspx>.
* A PDF reader, such as a modern web browser, Apple Preview or Adobe Acrobat Reader.

**Library access off campus**

To access the W.L. Lyons Brown Library and pertinent contact information, visit the library website at <https://www.bellarmine.edu/library>. Through the library, Bellarmine students have access to resources for research, including academic journals, print and eBooks, films, and more. Some of these services require special steps to access off-campus; you can find necessary instructions at <https://libguides.bellarmine.edu/off_campus>.

**Technical support**

The Technology Support Center (TSC) provides technology services for the Bellarmine community for Moodle, Office 365, email, and other technology needs. The TSC is open Monday through Saturday. You may stop by the TSC on the “A” Level of the Library, call 502.272.8301, or email [tsc@bellarmine.edu](mailto:tsc@bellarmine.edu).

Important Information for Your Success

As a Bellarmine University student, you are expected to be engaged in the learning process throughout the semester. We also understand circumstances may arise that may impact your success as a student. Note the following resources that may be helpful to you based on certain circumstances.

Academic Honesty

Bellarmine University exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical, and social development of students; and the general well-being of society. All members of our community have an obligation to themselves, to their peers, and to the institution to uphold the integrity of Bellarmine University. In the area of academic honesty, this means that one’s work should be one’s own and that the instructor’s evaluation should be based on the student’s own efforts and understanding. When the standards of academic honesty are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized. For a thorough description of the University’s policy, including penalties for acts of academic dishonesty and breaches of integrity, refer to the Undergraduate Academic Policies’ Academic Honesty and Integrity Policy in the current Bellarmine Course Catalog, found at <https://www.bellarmine.edu/one-bellarmine/>.

Bellarmine’s post-baccalaureate programs, including professional programs, may have established policies addressing violations of academic honesty and integrity which may not mirror the penalties noted for the institution’s baccalaureate/undergraduate programs. Students enrolled in the programs are responsible for familiarizing themselves with these policies and are subject to the penalties noted in the program should they be charged with a violation of academic honesty and/or integrity, and the Dean and/or Department Chairperson will enforce the program’s policies.

Please note for this class, in cases of academic misconduct, students will receive a zero for the assignment as well as reported to the proper authorities. Students will not be given opportunities to make up points in this situation.

University-sponsored Travel Notification / Extended Absence

While students are expected to attend scheduled classes, Bellarmine University faculty will make every effort to accommodate students who are absent from class due to university-sponsored activity. This policy protects students from being penalized for missed class time due to university-sponsored activity. Faculty will provide reasonable opportunities to make-up missed work that would normally occur in class (e.g., quizzes, tests, presentations, performances) and may include a selection of comparable coursework as agreed upon by the faculty and student. This make-up process will apply even if the instructor has a policy to drop a low test/quiz/presentation score. If a student has a test or quiz they miss, the points for the make-up work cannot be incorporated into the final exam. This is intended to have exams made up within a reasonable time frame. It is the student’s responsibility to make prior arrangements with the instructor to turn in written materials (e.g., assignments, papers, projects) on or before the assigned due date.

It is the responsibility of each student to inform their instructors of a class absence for such events by doing the following:

* meet with each instructor in the first two weeks of the semester to discuss the days they will miss class and determine plans to make up missed work.
* one week prior to each absence, notify the instructor of the class day they will miss. Exception: a person who joins a team or club after the first two weeks would provide the initial notification upon joining the group.

The student will initiate this process by providing the Student Absentee Notification Form (<https://www.bellarmine.edu/registrar/forms/>). The student and instructor will work through the form, which details expectations for successful completion of missed coursework. See the University-Sponsored Activity Absence Policy (<https://catalog.bellarmine.edu/2022-2023/undergraduate-academic-policies#Class_Attendance>) in the current Bellarmine University Course Catalog for specific details.

Should you need to miss class due to a death in the family, hospitalization, or extreme illness, you may contact the Dean of Students, Leslie Maxie, at [lmaxie@bellarmine.edu](mailto:lmaxie@bellarmine.edu) or 502.272.8051 for assistance in notifying your professors and specific information about your responsibility in making up work.

Military- and Veteran-Related Absence Policy

Bellarmine University acknowledges and appreciates the important contributions of our students who are serving or have served in our armed forces. To support these students, Bellarmine faculty pledge to provide reasonable allowances as described in the Military and Veteran Related Absence Policy (<https://www.bellarmine.edu/office-of-veteran-and-military-services/student-policies/>) to students who must be absent from class due to military obligations or required medical treatment for service-related conditions. See the Academic Policies in the University Catalog for specific details.

Student Success Center

The Student Success Center provides programs and services available to all students at the University and is committed to supporting every student. Students are encouraged to access services early and often, as the most successful students are those who utilize the resources available to them. The Student Success Center is located on the B-Level of the W. L. Lyons Brown Library and is home to Academic Advising, Tutoring Center, Writing Center, Testing Center, Pioneer Scholars Program, Learning Communities, and a variety of other programs and services. For more information, visit the SSC website (<https://www.bellarmine.edu/studentsuccess>), email [studentsuccess@bellarmine.edu](mailto:studentsuccess@bellarmine.edu), call 502.272.7400, or find the SSC on social media.

Accessibility Resource Center

Students with disabilities who require accommodations such as academic adjustments and/or auxiliary aids or services for this course may apply for services by filling out the online application found on the ARC website (<https://www.bellarmine.edu/studentaffairs/disabilityservices/>) under the Apply for Services link (<https://www.bellarmine.edu/studentaffairs/disabilityservices/acc/>). Contact the Accessibility Resource Center at 502.272.8490 or email [arc@bellarmine.edu](mailto:arc@bellarmine.edu) for more information about the accommodation process. The Accessibility Resource Center occupies CNMH 074 and CNMH 076. Students are encouraged to make these arrangements as early in the semester as possible so that the student and their course instructor can collaborate for a successful course experience.

Counseling Center and Health Services

Recognizing the impact that mental and physical health can have on academic performance, the Bellarmine University Counseling Center and Health Services provide free and confidential services to all currently enrolled students.

The Counseling Center provides a range of mental health services including short-term individual, couples, and group counseling; crisis intervention; consultation; and referral. The Counseling Center is located on the 4th floor of Nolen C. Allen Hall. For more information or to schedule an appointment, call 502.272.8480, email [counselingcenter@bellarmine.edu](mailto:counselingcenter@bellarmine.edu) or visit the Counseling Center website (<https://www.bellarmine.edu/studentaffairs/counselingcenter/>).

Health Services provides a range of services, including, but not limited to assessment; referral; over-the-counter medications; education on wellness, diet, exercise, and health; vaccinations; allergy antigen shots; and emergency response on campus. Health Services is located on the 1st floor of Newman Hall, room 121. All appointments, check-in, and questions must be completed via phone at 502.272.8048. You may also visit the Health Services website (<https://www.bellarmine.edu/studentaffairs/healthservices>) or email [healthservices@bellarmine.edu](mailto:healthservices@bellarmine.edu).

In the event of a mental health or medical emergency after hours, contact the Office of Public Safety at 502.272.7777.

Student Concern Reporting

Students are encouraged to report instances of concern that they experience or witness. As Bellarmine strives to be an educational environment that allows all students to thrive, it is helpful to sometimes involve university officials who may be able to provide resources, support, or options for additional action.

The Student Concern & Comment Form (<https://bellarmine.wufoo.com/forms/k15jgt3a1o0dgae/>) allows students to report incidents and/or student well-being concerns. Anonymous reporting is available, however the ability for administrators to follow up on an anonymous report may be limited. Once submitted, the report is reviewed by the Dean of Students Office and the Title IX Office for appropriate follow-up.

Examples of reportable concerns include mental health, inappropriate or concerning behavior, harassment, bias related to identity, sexual misconduct, student well-being, and family concerns. If you experience or witness one of these incidents, you are encouraged to report it to university officials. In addition to the Report Form, reports may also be made to the Office of Public Safety (502.272.7777), the Dean of Students Office (502.272.8051) or the Title IX Office (502.272.7337).

***Title IX and Sexual Misconduct Notification***

Sexual misconduct (including sexual harassment, sexual assault, stalking, dating violence, domestic violence) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the Counseling Center (502.272.8480) and Campus Health Services (502.272.8313). To report sexual misconduct or sex discrimination, email Natasha Begin, Chief Title IX Officer, at [nbegin@bellarmine.edu](mailto:nbegin@bellarmine.edu) or call the Office of Public Safety (502.272.7777). Disclosure to University faculty or instructors of sexual misconduct, occurring on campus, in a university-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under University policy. Faculty and instructors must forward such reports, including names and circumstances, to the Title IX Officer. For more information, see the Sexual Misconduct Advocacy and Resource Guide at <https://www.bellarmine.edu/title-ix>.

Chosen Name

To encourage a more inclusive and welcoming campus, Bellarmine has established the policy whereby a community member has the option to use a chosen name on campus whenever possible. The chosen name must be reasonable and may not be used to misrepresent the individual. This name will appear wherever a legal name is not necessary. A student wishing to use a chosen name may do so by visiting the self-service page on one.bellarmine. After clicking on self-service, click the displayed username in the upper right-hand corner of the page. A drop-down menu will appear, click on user profile, and under personal identity details click the pencil to edit. Be sure to click save after entering information. Use of the legal name will continue to be required for certain documents, including but not limited to, payroll records, billing records, financial aid documents, transcripts, medical records and federal immigrations documents. Students will need to visit the help desk to get a new ID that reflects the chosen name. Students may contact the Registrar’s office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu) or 502.272.8133 for questions about updating chosen name in self-service.

Pronouns and Gender Identity

Students may select pronouns to be displayed on class rosters. Pronouns are viewable to faculty and staff members of the Bellarmine community. If no pronoun has been selected, pronouns will not be displayed. Gender identity is not displayed on class rosters. A student wishing to select pronouns may do so by visiting the self-service page on one.bellarmine. After clicking on self-service, click the displayed username in the upper right-hand corner of the page. A drop-down menu will appear, click on user profile, and under personal identity details click the pencil to edit. Be sure to click save after entering information. Students may contact the Registrar’s office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu) or 502.272.8133 for questions about updating pronouns and/or gender identity in self-service. For support or additional resources regarding gender identity contact the Office of Identity and Inclusion at [edixon@bellarmine.edu](mailto:edixon@bellarmine.edu) or 502.272.8303.

COVID-19 Policies and Procedures

Subject to the fluid nature of the pandemic and federal and state guidance, updates on campus COVID-19 policies and procedures can be found at the University’s COVID-19 site at <https://www.bellarmine.edu/coronavirus>.

University Mission

Our Mission

We are an inclusive Catholic university that educates students—mind, body, and spirit—for meaningful lives, rewarding careers, ethical leadership, and service to improve the human condition.

Our Vision

We will become the leading Catholic university in the South by embracing innovation and creativity, forging new and mutually beneficial partnerships, intentionally diversifying curricula and community, and providing a distinctive and transformative student experience.

Our Values

Bellarmine University finds its Catholic identity in the inclusive spirit of Thomas Merton. We believe in the search for the true self, the interconnectedness of life and the solidarity of the human spirit, which transcends ethnic, religious, and social divisions. We educate the whole person to realize their highest potential as part of an interconnected world. Our values are Academic Excellence, Intrinsic Dignity, Social Responsibility, Integrity, Hospitality, and Stewardship.

**Undergraduate Business Core Learning Experiences**

**UGCC approved (May 2, 2018)**

Note: **P** signifies primary assessment responsibility, X denotes inclusion

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|  | **General Skill Areas** |  | **ACCT 101** | **ACCT 102** | **BUSA 103** | **BUSA 203** | **BUSA 403** | **BUSA 301** | **BUSA 305** | **FINA 315** | **BUSA 345** | **BUSA 346** | **ECON 410** | **ECON 110** | **ECON 111** | **ECON 314** |
| GS1 | Written and oral communications |  |  |  | **P** |  | | **P** | X |  |  | X | |  |  |  |
| GS2 | Ethical understanding and reasoning |  |  | X |  |  | |  | **P** | X |  |  | | X |  | **P** |
| GS3 | Analytical thinking |  | **P** | X |  |  | | X |  | **P** |  | **P** | |  | X |  |
| GS4 | Information technology |  |  |  |  |  | |  |  |  | **X** | **P** | |  |  |  |
| GS5 | Interpersonal relations and teamwork |  | X |  |  |  | | **P** | X |  |  |  | |  |  |  |
| GS6 | Diverse and multicultural work environments |  |  |  | **P** | **P** | | X |  |  |  |  | |  |  |  |
| GS7 | Reflective thinking (in the context of society) |  |  |  |  |  | | X | **P** |  |  | X | | **P** |  |  |
| GS8 | Application of knowledge (translation into practice) |  | X | **P** |  | X | |  |  | **P** |  | **P** | |  | X | X |
|  | **General Business Knowledge Areas** |  |  |  |  |  | |  |  |  |  |  | |  |  |  |
| GB1 | Economic, political, regulatory, legal, technological, and social contexts of organizations in a global society |  |  |  |  | X | | X | **X** |  |  |  | | **P** | X | X |
| GB2 | Social responsibility, including sustainability, diversity and ethical behavior and approaches to management |  |  |  |  |  | | X | **X** | X |  |  | | X |  | **P** |
| GB3 | Financial theories, analysis, reporting, and markets |  | **P** | **P** |  |  | |  |  | **X** |  |  | |  |  |  |
| GB4 | Systems and processes in organizations, including planning and design, production/operations, supply chains, marketing, and distribution |  | X | **P** |  |  | |  | X |  | **P** |  | |  |  |  |
| GB5 | Group and individual behaviors in organizations and society |  |  |  |  |  | | **P** |  |  |  |  | | X | **P** |  |
| GB6 | Evidence-based decision making that integrates current and emerging business statistical techniques, data management, data analytics and Information technology in the curriculum. |  |  |  | X |  | |  |  | X | **P** | **P** | |  |  |  |
| GB7 | Student experiences integrate real-world business strategies, privacy and security concerns, ethical issues, data management, data analytics, technology driven changes in the work environment, and the complexities of decision making |  | X | X |  | **P** | | X | X |  | **P** | X | |  |  |  |

**Instructor Specific Guidelines**

Expectations for this class:On the following pages is an outline of the course. Before class, you should read the chapters indicated for that day. The lecture will review the chapter, build upon the text, and use examples of current political, social, and business problems and applications. The course is primarily in lecture form, with class discussion encouraged.

Upon completion of this course, the student will be able to:

* Identify business functions and how they relate to each other.
* Define the stakeholders of the firm and the difference between a stakeholder and a stockholder.
* Research business topics using printed and electronic library resources and determine when to utilize Internet resources.
* Analyze business data using Excel spreadsheets.
* Demonstrate business communication skills.
* Plan and deliver effective group ***and/or*** individual presentations using PowerPoint

Course Methodology: The outcomes stated above will be achieved through several pedagogies, including:

Lecture/Discussion: The discussion and sharing of knowledge, experiences, opinions, and ideas sharpen analytical skills, improves judgment, and enhances conceptual skills. Assigned readings will be covered in class to varying degrees. In some instances, the basic concepts and theories will be addressed in detail, while in others, additional examples, applications, and extensions of the material will be presented or solicited. Whatever the degree or amount of lecture, students will be actively involved.

Team-based project tasks: Business is not an exact science. If it were, there would be no product failures; companies would have perpetually satisfied customers, employees, and stakeholders; governments and markets would operate efficiently, and there would be no miscommunications or cross-cultural missteps between individuals. Through the team-based projects, the hope is that students will gain practical experience to apply in the future and improve retention of the basic concepts covered in this class.

Individual assessments and assignments: The ability to communicate effectively in a global environment is highly prized in the business world. In connection with course assignments and tasks and through several assessment tools, students will continue to develop their skills in listening, public speaking, and making oral presentations.

* Communication: I will attempt to reply to messages within 48 hours. Students will receive announcements from the instructor through Moodle, Teams, or email.
* Etiquette Expectations: Please be scholarly, respectful, professional, and polite. Avoid confronting approaches; instead, critique others’ ideas respectfully. Consider how your communication may be captured and shared outside of the class. For virtual classes (if that happens this semester), **it is expected that you will keep your video/webcam on for the course duration.**

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**Tentative Schedule of Assignments, Activities, Quizzes, Tests, Papers, etc. \*\***

|  |  |  |
| --- | --- | --- |
| **ASSIGNMENT** | **TENTATIVE DATE** | **LEARNING OUTCOMES MET** |
| In Class Application Exercises | Various | A,B,C,D,1,2,3 |
| Excel/Reading/Vocabulary Quizzes | Various | A,B,C,D,1,2,3 |
| Exam I | 9/22/2022 | A, B, C, D 1 |
| Excel Exam | 10/13/2022 | B.2 |
| Partner Presentation Dates | 10/27- 29/2022 | D,1 |
| Assessment Due | 9/13/2022 | A, B, C, D,1,3 |
| Exam #2 | 11/10/2022 | A, B, C, D1 |
| Industry Presentation Dates | 12/1-12-6/2022 | A, B, C, D, 1,2,3 |
| Final Exam  Section 1 – Tuesday 8:00 -9:15  Section 2 – Thursday 8:00 – 9:15  Section 3 – Tuesday 11:30 – 12:45 | 12/13/2022  12/15/2022  12/13/2022 | A, B, C, D1 |

\*\***Please note that dates for tests and assignments are tentative and may change**. **See complete schedule below. Adjustment will be made on the schedule listed below. Please refer there for the most updated information.**

**Course Requirements and Grading Scale**

100 A+ **Points**

95-99: A Assessment 25

90-94: A- Reading Quizzes up to 160

87-89: B+ In Class Application Exercises up to 140

84-86: B Excel Exam 100

80-83: B- Partner Presentation 100

77-79 C+ Exam 1 and 2 200

74-76: C Industrial Presentation 100

70 -73: C- Final Exam 100

67-69: D+ up to 900

64-66: D

60-63: D-

<60: F

\*\*Please Note: For simplicity of grading, I will use the midpoint of the grade to denote the numerical value assigned, with very few exceptions (at the professor’s discretion). For example, the grade of a B would have the point assignment of an “85.”

Exams:You will have three exams, an excel test, and up to 15 reading quizzes. Testing will include both text and lecture materials. *Students who miss tests have no automatic right to make-up exams.* Making up an exam will be scheduled only under exceptional circumstances at the discretion of the course instructor. *Headaches, stomachaches, colds, work, or oversleeping are not sufficient excuses.* If granted the ability to take a missed exam or excel quiz, you will take it during your final exam time at the end of the semester. The only exception to the policy is absences due to Bellarmine-related activities, i.e., sports, etc. Please schedule make-up exams for these purposes with the Student Success Center before the sporting event or activity. If you miss in-class activities or reading quizzes, they are not eligible for make-up under any circumstance unless it is a Bellarmine-related/ sanctioned activity. There will be no exceptions to this policy. The two lowest reading quiz scores will be dropped and not included in the final grading to help compensate for absences.

Attendance Policy:The policy for this instructor is simply that class attendance is mandatory. Students can miss a total of four times for illnesses, vacations, personal business, funerals, etc., without penalty. Unless it is an emergency, notify the professor in advance of a pending absence. Absences that are true emergencies and not arranged in advance must be cleared up at the earliest possible opportunity. Use absences wisely, as your grade will drop a letter, i.e., A to A- or B+ to B, for everyone after that, starting with fifth. I will be stringently adhered to this policy and only deviated from it in cases of true emergencies, which will be determined by the professor and school policy, Therefore, it is prudent that you attend every class. Doctors’ and medical notes will have no bearing on this policy unless you have an extended stay in the hospital or are required to be away from school for a prolonged period. It is acceptable that you call me concerning the impending absence; however, please follow up with an email. This procedure is the best way for you and me to have an accurate record of your absences at the semester’s end.

You are responsible for ensuring that you are marked present if you come to class after roll call. Please, under no circumstance, assume that I will notice and mark you present if you walk in late. Giving me your name as soon as class is over would be appropriate to handle a late arrival. My record of attendance will hold the final consequence in the case of a dispute. Furthermore, no make-up credit will be given for missing in-class application exercises or reading quizzes, period. If your tardiness becomes a habit, disruptive, or problematic, then there is the possibility of a point deduction from your final grade.

Technology**:** This professor has established a policy that cell phones are not to be in use during class. Please turn them off as you enter the classroom and keep them turned off and placed downward on your desk. **Text messaging and cell phone usage is especially inappropriate and unacceptable at any time during class.** If there is suspected use of cell phones during class, your final grade will be subject to a penalty of one point for each offense. If the occurrence is during a quiz or test, I will assume that you are engaging in academic dishonesty, and you will receive an automatic zero for the examination and reported to the proper authority for cheating. There may be specific times in which you will complete assignments and take notes using a personal computer. If you use your computer for anything other than classwork, I will deduct one point for each offense.

Professionalism**:** There is an expectation that students will be professional in class, through emails, and representing the class in outside events. I do not mind questions; however, please read your syllabus and assignment instructions before asking me. If there is something you do not understand, please do not hesitate to ask for assistance.

Mask Policy: Please refer to the most updated school policy.

Late Work Policy: Assignments must be completed and turned in on time. **I will not accept late work.** Further, on time means when the instructor requests assignments, not after class. If you miss class for any reason, other than a true emergency, please ensure that your work is completed and turned in on time. I will not veer from this policy unless it is the result of an extreme extenuating circumstance. Therefore, you will have to have an extremely good and verifiable reason if your work is late, and you expect no penalty. Poor time management is NOT an extreme extenuating circumstance. Please type all assignments, as handwritten is unacceptable. As some of your work will be turned in at the beginning of class, please do not submit it by email or Moodle unless specifically instructed. Finally, work sent through electronic sources and not received by the instructor is the student’s sole responsibility.

Public Folder/Moodle Information:Relevant information will be addressed in class or via email. Assignments, course documents, and the syllabus are on Moodle. The instructor **will attempt** to keep your raw grades and attendance current on Moodle. However, your official grade and attendance will be accumulated and maintained on an excel spreadsheet, not on Moodle.

Changes in the syllabus: The class schedule and assignments may change based on unforeseen circumstances and the needs of the class. The professor reserves the right to change the syllabus as deemed necessary. Please note that I will make announcements only once in class concerning these changes. If you must miss a class, please check with your classmates to determine if any changes have occurred. It is solely your responsibility to ensure that you know changes and adjustments to the schedule once announced in class.

**Fall 2022 Academic Calendar (subject to changes due to COVID)**

|  |  |
| --- | --- |
| Aug. 25 | Classes begin |
| Aug. 31  **Sept. 05** | Last day to add/drop classes.  **Labor Day – no classes** |
| Sept. 09 | Last day to change of Audit to Credit or reverse // Last day to change from letter grade to P/F or reverse |
| Sept. 28 | Final Tuition Due |
| Oct. 05  Oct. 10  Oct. 16-18 | Last day for 50% tuition refund  Mid-term grades due from instructors  Fall break |
| Nov. 02 | Last day to withdraw from a course or all courses (“W” grades) |
| Nov. 01-15 | Registration for Spring 2022 – current degree-seeking students |
| **Nov. 23-27** | **Thanksgiving Holiday (University closed November 24-25)** |
| Dec. 08 | Study Day – no classes |
| Dec. 09-15 | Final Exams |
| Dec. 21 | Fall Degree Conferral Date |

There are many important dates and deadlines that are published annually in the University’s Academic Calendar, which can be found at <https://catalog.bellarmine.edu/2021-2022/academic-calendar>. It is the student’s responsibility to be aware of all academic calendar dates and meet the published deadlines. The current year’s academic calendar is located in the Bellarmine University Online Catalog as a link from the Catalog Home page. The Online Catalog is found at <https://catalog.bellarmine.edu/2021-2022/academic-calendar>.

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| TENTATIVE COURSE OUTLINE | | | | | |
| CLASS | | DATE | TOPIC | TEXT/OTHER ASSIGNMENT | Notes/Assignments |
| 1 | Thurs | 25-Aug | Syllabus - introduction and overview |  |  |
| 2 | Tues | 30-Aug | Exploring the World of Business and Economics | Chapter 1 | Review Key Terms |
| 3 | Thurs | 1-Sep | Exploring Global Business | Chapter 3 | Review Key Terms |
| 4 | Tues | 6-Sep | Choosing a Form of Business Ownership | Chapter 4 (Discuss Assessment) | Review Key Terms |
| 5 | Thurs | 8-Sep | Small Business Entrepreneurship and Franchises | Chapter 5 | Review Key Terms |
| 6 | Tues | 13-Sep | Being Ethical and Socially Responsible | Chapter 2 (Assessment Due) | Review Key Terms |
| 7 | Thurs | 15-Sep | Diverse and multicultural work environments | (Discuss Partner Presentations) |  |
| 8 | Tues | 20-Sep | Speaker | Northwestern Mutual |  |
| 9 | Thurs | 22-Sep | Exam 1 | Chapters 1.2.3.4.5 |  |
| 10 | Tues | 27-Sep | Excel Lesson - Laptops will be made available but bring a mouse if you have one \*\*You may use your own Laptop if you have Excel 2016 | Read Chapter One |  |
| 11 | Thurs | 29-Sep | Excel Lesson - Laptops will be made available but bring a mouse if you have one \*\*You may use your own Laptop if you have Excel 2016 | Read Chapter Two | Complete Excel Assignment |
| 12 | Tues | 4-Oct | Excel Lesson - Laptops will be made available but bring a mouse if you have one \*\*You may use your own Laptop if you have Excel 2016 | Read Chapter Three | Complete Excel Assignment |
| 13 | Thurs | 6-Oct | Excel Lesson - Laptops will be made available but bring a mouse if you have one \*\*You may use your own Laptop if you have Excel 2016 | Read Chapter Four | Complete Excel Assignment |
| 14 | Tues | 11-Oct | Excel Lesson - Laptops will be made available but bring a mouse if you have one \*\*You may use your own Laptop if you have Excel 2016 | Study Day | Complete Excel Assignment |
| 15 | Thurs | 13-Oct | Excel Test |  |  |
|  | Tues | 18-Oct | Fall Break |  |  |
| 16 | Thurs | 20-Oct | Speaker | Deborah Williams - PNC Bank - VP, Community Development | [deborah.williams@pnc.com](mailto:deborah.williams@pnc.com)  502-581-6342 |
|  | Mon | 24-Oct | All Presentations are due in Moodle by noon |  |  |
| 17 | Tues | 25-Oct | Partner Presentations |  |  |
| 18 | Thurs | 27-Oct | Finish Partner Presentations - Producing Quality Goods and Services | Chapter 8 | Review Key Terms |
| 19 | Tues | 1-Nov | Understanding the Management Process - Guest Speakers - Humana | Chapter 6  Sean Lysinger  Danny Wooten | Review Key Terms  [slysinger@humana.com](mailto:slysinger@humana.com)  [dwotten1@humana.com](mailto:dwotten1@humana.com) |
| 20 | Thurs | 3-Nov | Attracting and Retaining the Best Employee - Speaker from Career Center | Chapter 9 - Career Center | Review Key Terms |
| 21 | Tues | 8-Nov | Using Accounting Information | Chapter 15 | Review Key Terms |
| 22 | Thurs | 10-Nov | Test 2 | Chapters 6,8,9,15 |  |
| 23 | Tues | 15-Nov | Building Customer Relations Through Effective Marketing | Chapter 11 | Review Key Terms |
| 24 | Thurs | 17-Nov | Motivating and Satisfying Employees and Teams | Chapter 10 - In class Exercise | Review Key Terms |
| 25 | Tues | 22-Nov | Creating and Pricing Products that Satisfy Customers | Chapter 12 | Review Key Terms |
|  | Thurs | 24-Nov | **Thanksgiving Holiday** |  |  |
| 26 | Tues | 29-Nov | Distributing and Promoting Products | Chapter 13 | Review Key Terms |
|  | Wed | 30-Nov | All Presentations Due in Moodle by noon | 50% off if work is late |  |
| 27 | Thurs | 1-Dec | Presentations |  |  |
| 28 | Tues | 6-Dec | Presentations |  |  |
|  | Thurs | 8-Dec | Study Day |  |  |
|  | Tues | 13-Dec | **Final Exam (Chapters 10,11,12,13) Section 1 (8:00 - 9:15)** | **Final Time** | **8:00 – 915 am** |
|  | Thurs | 15-Dec | **Final Exam (Chapters 10,11,12,13) Section 2 (9:25 - 10:40)** | **Final Time** | **8:00 – 915 am** |
|  | Tues | 13-Dec | **Final Exam (Chapters 10,11,12,13) Section 3 (12:15 - 1:30)** | **Final Time** | **11:30 – 12:45 pm** |