

Business Principles (BUSI 1301 – 3A1)

CREDIT

03 Semester Credit Hours (03 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Face to Face

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

COURSE OBJECTIVES

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

- Identify major business functions of accounting, finance, information systems, management, and marketing.
- Describe the relationships of social responsibility, ethics, and law in business.
- Explain forms of ownership, including their advantages and disadvantages.
- Identify and explain the domestic and international considerations for today's business environment: social, economic, legal, ethical, technological, competitive, and international.
- Identify and explain the role and effect of government on business.
- Describe the importance and effects of ethical practices in business and be able to analyze business situations to identify ethical dilemmas and ethical lapses.
- Describe basic financial statements and show how they reflect the activity and financial condition of a business.
- Explain the banking and financial systems, including the securities markets, business financing, and basic concepts of accounting.
- Explain integrity, ethics, and social responsibility as they relate to leadership and management.
- Explain the nature and functions of management.
- Identify strengths, weaknesses, opportunities, and threats of information technology for businesses.



**LAMAR INSTITUTE
OF TECHNOLOGY**

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Yumi Shin
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Office Phone: 409-247-5296
Office Location: Technology Center, TC-229
Office Hours: M. W: 10 am – 1pm
T. Th: 10:30 am – 11 am / 12:30 pm – 2:30 pm
F: 9:30 am - 10:30 am

REQUIRED TEXTBOOK AND MATERIALS

Textbook Purchasing Statement: A student attending Lamar Institute of Technology is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Introduction to Business (OpenStax) Digital ISBN-13: 978-1-947172-55-5

Digital PDF and Web-Access versions of the textbook are provided to students without charge through the Course Blackboard Portal.

ATTENDANCE POLICY

Students are highly-recommended to login and access the course 2-3 times per week. Attendance is taken daily for face-to-face classes.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1 (8/26/24-9/1/24)	Ch. 1	Ch. 1: Understanding Economic Systems and Business	Discussion 1 (Sunday)
Week 2 (9/2/24-9/8/24)	Ch. 1	Ch. 1: Understanding Economic Systems and Business	Ch1 Quiz & HW (Sunday)
Week 3 (9/9/24-9/15/24)	Ch. 2	Ch. 2: Making Ethical Decisions and Managing a Socially Responsible Business	Ch2 Quiz & HW (Sunday)

Week 4 (9/16/24-9/22/24)	Ch. 4	Ch. 4: Forms of Business Ownership	Ch. 4 HW & Module 1 Exam: Ch. 1, 2, 4 (Sunday)
Week 5 (9/23/24-9/29/24)	Ch.5	Ch.5: Entrepreneurship: Starting and Managing Your Own Business	Discussion 2 (Sunday)
Week 6 (9/30/24-10/6/24)	Ch.5	Ch.5: Entrepreneurship: Starting and Managing Your Own Business	Ch5 Quiz & HW (Sunday)
Week 7 (10/7/24-10/13/24)	Ch.6	Ch.6: Management and Leadership in Today's Organization	Ch6 HW Module 2 Exam: Ch.5, 6 (Sunday)
Week 8 (10/14/24-10/20/24)	Ch. 7	Ch. 7: Designing Organizational Structures	Discussion 3 & Ch7 HW (Sunday)
Week 9 (10/21/24-10/27/23)	Ch. 8	Ch. 8: Managing Human Resources and Labor Relations	Ch8 Quiz & HW (Sunday)
Week 10 (10/28/24-11/3/24)	Ch. 8	Ch. 8: Managing Human Resources and Labor Relations	Discussion 4 Module 3 Exam: Ch. 7,8 (Sunday)
Week 11 (11/4/24-11/10/24)	Ch. 9	Ch. 9: Motivating Employees	Ch9 Quiz & HW (Sunday)
Week 12 (11/11/24-11/17/24)	Ch. 11	Ch. 11. Creating Products and Pricing Strategies to Meet Customers' Needs	Discussion 5 Ch11 Quiz (Sunday)
Week 13 (11/18/24-11/24/24)	Ch. 11	Ch. 11. Creating Products and Pricing Strategies to Meet Customers' Needs	Ch11 HW (Sunday)
Week 14 (11/25/24-12/1/24)	Ch. 12	Ch. 12: Distributing and Promoting Products and Services	Ch12 Quiz & HW (Sunday)
Week 15 (12/2/24-12/8/24)	Ch. 12	Ch. 12: Distributing and Promoting Products and Services	Module 4 Exam: Ch.9,11,12 (Sunday)
12/5/24: Last Class Day / No Final Exam			

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Discussions: 5 %
- Chapter Reading Quizzes: 10 %
- HW Assignments: 25 %
- Module Exams: 60 %

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into the classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

ANNOUNCEMENTS

Announcements will be posted in Blackboard under the Announcements as needed. Therefore, it is important to check in Blackboard regularly.

ASSIGNMENTS

All assignments will have their due dates posted in Blackboard. Please refer to the course syllabi and Assignment Due Dates in Blackboard. Typically, all assignments are due on Sundays until 11:59 CST PM.

Discussion questions are posted in Blackboard under Assignment folder.

Chapter Reading Quizzes and Homework assignments are typically Multiple-Choice, True-False questions designed to ensure that students are reading the text at an appropriate and responsible pace.

Late assignments will not be accepted, so students make sure to complete and submit the assignments by the due dates.

EXAMS

Make-up exams will not be given. Exams will be provided in Blackboard under Assignments. The exams will be timed and are typically limited to 90 minutes with 50 questions. There will be no final exam for this class. Missed exams will receive a score of zero. Exams will be graded immediately by Blackboard. Feedback on specific exam questions will be given 24 hours after the exam has permanently closed.

EXTRA CREDIT

All opportunities for extra credit will be announced in advance as needed.

PROFESSIONAL COMMUNICATION

Students can contact the instructor via email at yshin@lit.edu, or phone **409-247-5296**.

Students must use appropriate e-mail etiquette when corresponding with the instructor. This involves writing emails in a "letter" format as opposed to "text chat" format.

The instructor will respond to e-mail and voicemail communication within 48 hours Monday through Friday. Voicemail messages should be clearly spoken identifying the student's name, course, and any return phone number.

USE OF INSTRUCTIONAL MATERIALS

Instructional materials, such as Powerpoint Presentations, Instructional Videos, etc. are provided in Blackboard for each chapter. These will be useful in understanding and reinforcing concepts as they are presented in class. Content folders are scheduled to unlock/grant access throughout the semester to ensure synchronous learning.