



Course Syllabus
SEMESTER
School of Business, Hospitality Management, and Public Safety

Course Name:	Contemporary Business
Course & Section Number:	BUS101-XXX
Meeting Day(s) & Time(s):	
Credits:	3
Contact Hours:	3
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email:*	
Additional Contact Information:	School of Business, Hospitality Management, and Public Safety 567-661-7280

*Please use only Owens email for course communications.

Catalog Description:

Explores the principles and practices of today's businesses. Focuses on the foundations of business-business structure, management, marketing, management information systems, accounting, financing. Career information is integrated throughout. Identifies challenges that will affect changes in business practices and gives insight into contemporary business and issues.

Prerequisite/Corequisites: None

Course Materials:

This course features an Inclusive Access product where the following course materials are delivered digitally on the first day of class and are included in your course fee.

MindTap For Foundations of Business 6 Months, 7th Edition
William M. Pride; Robert J. Hughes; Jack R. Kapoor ISBN13: 9780357717967
Format: Inclusive Access Publisher: Cengage Learning Copyright: 6/1/2022

Inclusive Access (I.A.) Materials are included in the cost of this course to provide students with day one access to required course materials and to save students money through lower negotiated rates with publishers. You should receive an email to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before, with the subject line, "Your inclusive Access

Materials.” Be sure to check your spam (junk email) if you do not find it in your inbox. To access the I.A. Materials, you must use a link provided in the Blackboard course. This link in Blackboard could be labeled “Course Materials by e-Campus” or it could be an online activity/assignment that the instructor has linked to Blackboard. Contact your instructor immediately if you are unable to access the I.A. Materials.

What You Will Learn in the Course

Course Objectives:
To introduce, develop, and utilize necessary business vocabulary, the basic terms applicable to all businesses.
To introduce and develop an understanding of contemporary business and economics.
To introduce the nature of ethics in organizations, the concept of social responsibility, and globalization.
To introduce and develop an understanding of how businesses are owned.
To introduce the functional areas of business: management, marketing, information, accounting, and finance.

Student Learning Outcomes (SLO):	Where Assessed
1. Student demonstrates appropriate business vocabulary in written and oral communications.	Assignments
2. Student explains the fundamental principles of capitalism.	Assignment, Test 1
3. Student discusses the ethical and social responsibilities of business.	Assignment
4. Student can identify and compare the basic forms of business ownership.	Assignment, Test 2
5. Student can identify the functions of management, marketing, management information systems, accounting, and finance.	Assignments, Tests 3-6

As a student at Owens Community College, you will take General Education courses as part of your degree program. While Institutional Competencies are specific to the General Education courses, they will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Institutional General Education Competencies:	Where Introduced
Act with professional responsibility.	Assignments

Technology, Lab, and File Requirements:

Even though mobile devices are widely used to access online course content, it is recommended that students have access to a computer on which they can download and install software like Microsoft Office (Office 365 is available for free to students at www.owens.edu/office365 or available to use in campus computer labs). It is also recommended that students be able to access their online course content throughout the week as there may be various due dates and deadlines for your classwork.

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu.

The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such

as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible.

Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

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Student Responsibilities & Instructor Expectations

Contact the Owens Help Desk **(567) 661-7120** if you are experiencing technical issues with your username and/or password or having navigational issues in Blackboard.

E-mail is the best method to contact me outside of student hours, which are listed above. I expect questions and that's okay. Don't hesitate! Reach out when you need to.

Email me with personal questions. You must use your Owens student email to ensure FERPA is followed.

*****I WANT YOU TO DO YOUR BEST IN THIS CLASS. IF YOU HAVE ANY QUESTIONS OR NEED ANY HELP, PLEASE CONTACT ME, SO I CAN ASSIST YOU. *****

Cheating will be governed under the provisions in the *College Catalog*.

Attendance Policy: Attendance is expected since each time we meet we will be learning new material that you will be responsible to know before the next class. Also please be on time for class because late arrivals cause distractions for the entire class and confusion for yourself regarding what we are covering as well as what you have missed. If you are absent, you will not be able to participate and will not gain as much as you could from the course.

If you have a situation that may exist or arise that will affect your attendance, please discuss the situation with me. In order to receive attendance verification for this class for financial aid purposes, at least one class must be attended by the specified verification date.

Class work, Homework, and Quizzes: Various assignments will be assigned at the completion of each chapter and can be found under the Assignments link in Blackboard.

You must use the Blackboard website to submit your files electronically to me. Assignments must be submitted using the Assignments section of Blackboard (unless instructed otherwise).

Late Work & Make Up Policy: Any assignment turned in late will earn half credit. **No assignments will be accepted two weeks after the date in which they are assigned. No assignments will be accepted after the last day of classes.**

Assessments: These will be completed in Blackboard.

NOTE: **DATE is the last day students can drop the course without receiving an official letter grade.** Please consult with your academic advisor prior to end of semester to review options.

Grading assignments: Assignments that are submitted by the due date will be graded and returned/recorded in the grade center before the next due date (within one week). Assignments that are submitted after the due date *may take* up to two weeks before being graded.

Answering emails: The best way to contact me is via email at teri_pratt@owens.edu. I will do my best to respond to your emails within 24 hours on weekdays and within 48 hours on weekends.

- I check my email several times a day. (I will post on the Announcements on Blackboard, if I am not going to be able to check my email for extended periods of time during a day or days.) Phone messages left on my voice mail (The number on the on the front page of the syllabus) may be delayed due to office hours. Please only use your Owens email account to contact me.

Student hours: These posted times are designated for me to be available to meet with and assist you, outside of normal class time, with any concerns/questions you may have regarding this course or program.

Facilitating successful completion of the course: I welcome questions, concerns and experiences relevant to the topic, course and/or professional field. We learn from each other. If appropriate, I encourage you to share and ask during class. If it is not, please don't hesitate to see me during student hours or email me. If I feel that there is a need, I will reach out to the student or class as a whole to address that need. I will make referrals to other campus resources as needed. I am aware that life is happening and this class is not the only thing you have going on.

Read through the material, watch the videos, and practice the activities in this class. If you need study tips, Owens has resources to help get you off to a great start!

How Grades are Determined and Major Assignments

Course activities that count towards grade	Value	Student Learning Outcomes (SLO) Assessed
Tests (4) 50 points each Multiple choice and true/false questions	200 points	1-5
Quizzes (2) 30 points each Multiple choice and true/false questions	60 points	4 & 5
Article Assignments (5) 20 points each Require submission of word-processed papers (typically 2-3 pages in length).	100 points	1, 4 & 5
Chapter Exercises (16) 25 points each	500 points	1-5
Final Exam	100 points	1-5
Total Points	860 points	

Grading Scale and Procedure:

Grade	Points
A	774-860
B	688-773
C	602-687
D	516-601
F	515 & below

Grades will be calculated on the following scale.

90% and Above	A
80% to Less than 90%	B
70% to Less than 80%	C
60% to Less than 70%	D
Less Than 60%	F

Important Dates to Remember

Please see <https://www.owens.edu/academics/academic-calendar/> for important dates in the semester.

Tentative Class Assignments:

Class Date	Topic	Due Date
DATE	Review the course Syllabus Read CHAPTER-1 Exploring the World of Business and Economics	DATE
DATE	Read CHAPTER-2 Being Ethical and Socially Responsible Read CHAPTER-3 Exploring Global Business	DATE
DATE	Test-1 covering Chapters 1-3 Speaker Article 1	DATE
DATE	Read CHAPTER-4 Choosing a Form of Business Ownership Read CHAPTER-5 Small Business, Entrepreneurship, and Franchises	DATE
DATE	Quiz 4-5 Read CHAPTER-6 Understanding the Management Process Article 2	DATE
DATE	Read CHAPTER-7 Creating a Flexible Organization Read CHAPTER 8 Producing Quality Goods and Services	DATE
DATE	Test-3 covering Chapters 6-8 Article 3	DATE
DATE	Read CHAPTER 9 Attracting and Retaining the Best Employees Read CHAPTER-10 Motivating and Satisfying Employees and Teams	DATE
DATE	Quiz-4 covering Chapters 9-10 Article 4	October 28

Class Date	Topic	Due Date
DATE	Read CHAPTER-11 Building Customer Relationships Through Effective Marketing Read CHAPTER-12 Creating and Pricing Products that Satisfy Customers	DATE
DATE	Read CHAPTER-13 Distributing and Promoting Products Article 5	DATE
DATE	Test-5 covering Chapters 11-13 Read CHAPTER 14 Exploring Social Media and e-Business	DATE
DATE	Read CHAPTER 15 Using Management and Accounting Information Read CHAPTER-16 Mastering Financial Management	DATE
DATE	Test-6 covering Chapters 14-16 Thanksgiving Break	DATE
DATE	Final Exam Review FINAL EXAM covering Chapters 1-16	DATE
DATE	Final's Week Commencement—DATE	

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.