



**Course Syllabus
SEMESTER**

School of Business, Hospitality Management, and Public Safety

Course Name:	Business Management Capstone
Course & Section Number:	BUS 296-XXX
Meeting Day(s) & Time(s):	
Credits:	3
Contact Hours: Text:	3 Desjardins, Joseph, <i>An Introduction To Business Ethics</i> , 7th ed, McGraw-Hill, 2024. ISBN – 978-1-67295-9. Or the 6 th edition ISBN 9781259922664.
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email:	

****Please use only Owens email for course communications.**

Catalog description

The purpose of the capstone course is to integrate the business management skills and coursework into business situations. The capstone course utilizes cases studies, research, and simulations to allow the student to critically analyze business problems, anticipate and identify potential areas of concern and develop practical solutions.

Prerequisite/Corequisites

Co-requisite: NONE

Prerequisite: ACC 101, ACC 102 or MTH 133, MKT 101, BUS101, BUS 120, ECO 201
(Students must have completed 30 credit hours)

Course Materials

- Desjardins, Joseph, *An Introduction To Business Ethics*, 7th ed, McGraw-Hill, 2024. ISBN – 978-1-67295-9. Or the 6th edition ISBN 9781259922664.

***Note: This text must be purchased new or used by the student. It is not included in the course, nor is publisher's content i.e. MindTap, Connect, etc. used.**

Course Objectives

- To assist the student in applying situational management theory through a practical application.
- To develop the student's ability to critically analyze a situation, complete relevant research, and develop viable solutions.
- To utilize the application of accounting, finance, economics, marketing, and management knowledge in developing sound solutions to problems faced by business managers.
- To reinforce the importance of ethical considerations when weighing the implementation of business decisions.
- To enhance the ability of the student to work effectively with other members of a group toward consensus decisions.
- To allow the student to better understand the potential impact, both directly and indirectly, of a decision on other areas of the organization.
- To underscore the importance of outside environmental factors and their potential effects on business.
- To allow the student to further develop his/her analytical skills, managerial skills, leadership skills, and overall knowledge of business operations

Student Learning Outcomes

- Students should be able to analyze and determine the proper ethical considerations in business decisions.
- Students should be able to research a particular business situation and present the research in the proper form.

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 prospective 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 requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

Student Responsibilities

It is the responsibility of the student to be prepared for class, complete assignments on time, and be willing to participate in class discussions. This includes, but is not limited to, completing the assigned outside reading and assignments and making a positive contribution to the class. Assignments are due on time and as assigned. Points will be deducted for assignments submitted after the stated due date. Any questions or need for clarification should be directed to the instructor

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.

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.

How Grades are Determined and Major Assignments

Cases	8 @20 points each	160 points
Ethics Cases	8@10 points each	80 points
Project		50 points
Ethics Assessment Quiz		40 points
Participation/ Discussion/Misc.		60 points
Total		490 points

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

Case Studies

It is essential that the student be able to apply the concepts discussed throughout the coursework in a practical manner. Case studies provide the means by which to accomplish this.

The student is to complete the assigned cases. Each case is worth 20 points for a total of 160 points. Additional cases may NOT be completed for extra credit. Points will be deducted for cases submitted late and once the next case becomes due, the previously assigned case will no longer be accepted. It is also strongly recommended that students do not complete cases and submit too far in advance of the due date, as the concepts parallel current course topics.

Cases will be evaluated bases on the insight and depth of the analysis, the application of the chapter concepts, and clarity. Though there is no minimum length for responses, one should keep in mind that the assignment is worth 20 points. The length and depth should be sufficient to adequately answer the questions. Details can be found under the "Major Cases" content button.

Ethics Cases

There are eight ethics cases assigned for 10 points each. Details and due dates can be found under the "Ethics Cases" content button.

Project

It will be the responsibility of the student to complete a research project. The project will run throughout the entire semester and will be presented to the class near the end of the

semester. This will involve outside research and proper citation of these resources. The format and requirements will be available under the “project” content button.

Ethics Assessment Quiz

The Ethics Assessment Quiz is an objective measurement tool to assess the students’ level of application of some of the ethical concepts discussed in the Ethics text. It will be taken upon completion of the text at the conclusion of the course. It is an open-book quiz consisting of eight questions. It is recommended that students use the text to thoroughly answer the questions. It is located under the “Ethics Quiz” content button. The quiz will be open from **DATE**.

*If you are unable to submit an assignment on time due to an illness or exigent circumstances, notify the instructor as soon as possible. Make-up work may be permitted at the discretion of the instructor and in accordance with Board policy 3358:11-2-64.

Participation

Participation in class discussions is essential. The discussion board is the means by which participation will be determined. A great deal of the content of the course will be conveyed via class discussion, making it essential that all students be prepared for class and contribute to class discussion. Times and deadlines will be made available via announcement. Grades will be based on the depth and content of the student’s posting. Postings made after the closing date of the discussion will not be graded.

Class Schedule

Week 1 – DATE – Introduction to the course; Chapter 1
Week 2 – DATE – Chapter 1
Week 3 – DATE – Chapter 2
Week 4 – DATE – Chapter 3
Week 5 – DATE – Chapter 4
Week 6 – DATE – Chapter 5
Week 7 – DATE – Chapter 6
Week 8 – DATE – Chapter 7.
Week 9 – DATE – Chapter 8
Week 10 – DATE – Chapter 9
Week 11 – DATE – Chapter 10
Week 12 – DATE – Chapter 11
Week 13 – DATE – Chapter 12
Week 14 – DATE – Chapter 19
Week 15 – DATE – Chapter 20. **Final Paper/Case Study due**
Week 16 – DATE – Chapter 25; End of course; **Ethics Quiz due**

- It is recommended that each student maintain copies of submitted work in case of a discrepancy.

Disclaimer: “The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.”