

Syllabus for
BUS 100—Introduction to Business
2 Credit Hours
Fall 2021
Professor Weinkauff

I. COURSE DESCRIPTION

This course provides a foundation for understanding business fundamentals and practicing business from a Christian perspective. Topics include forms of business ownership, management, marketing, accounting, finance, and information systems. An emphasis is placed on professional development, career readiness strategies and Christian calling in business.

Prerequisite: Freshman status

II. COURSE GOALS

The student will have a broader understanding of business practice, business tools and Christian business professionalism.

III. STUDENT LEARNING OUTCOMES FOR THIS COURSE

Terminal Objectives

As a result of successfully completing this course, the student will be able to do the following:

- A. Demonstrate knowledge of the foundations of business including business ownership, management, marketing, finance, and accounting.
- B. Demonstrate an understanding of Christian values in business practice
- C. Research and identify business career options
- D. Demonstrate professionalism in career settings
- E. Develop written business communication skills using APA format
- F. Develop basic Excel skills

IV. TEXTBOOKS AND OTHER LEARNING RESOURCES

- 1. Pride, Hughes and Kapoor, (2017). *Foundations of Business 5th ed.*, South-Western Cengage Learning, ISBN 9781305511064
- 2. Green, David (2005), *More than a Hobby*

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

Coronavirus: All faculty members and students are expected to be face-to-face in the classroom except under conditions provided in the ORU Fall 2020 Coronavirus Response Plan, which can be found at <https://oru.edu/campus-health/>.

- 1. Students taking a late exam because of an unauthorized absence are charged a late exam fee.
- 2. Students and faculty at Oral Roberts University must adhere to all laws addressing the ethical use of others' materials, whether it is in the form of print, electronic, video, multimedia, or computer software. Plagiarism and other forms

of cheating involve both lying and stealing and are violations of ORU's Honor Code: "I will not cheat or plagiarize; I will do my own academic work and will not inappropriately collaborate with other students on assignments." Plagiarism is usually defined as copying someone else's ideas, words, or sentence structure and submitting them as one's own. Other forms of academic dishonesty include (but are not limited to) the following:

- a. Submitting another's work as one's own or colluding with someone else and submitting that work as though it were his or hers;
 - b. Failing to meet group assignment or project requirements while claiming to have done so;
 - c. Failing to cite sources used in a paper;
 - d. Creating results for experiments, observations, interviews, or projects that were not done;
 - e. Receiving or giving unauthorized help on assignments.
By submitting an assignment in any form, the student gives permission for the assignment to be checked for plagiarism, either by submitting the work for electronic verification or by other means. Penalties for any of the above infractions may result in disciplinary action including failing the assignment or failing the course or expulsion from the University, as determined by department and University guidelines.
3. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.
 4. Students are to be in compliance with University, school, and departmental policies regarding Whole Person Assessment requirements. Students should consult the Whole Person Assessment handbooks for requirements regarding general education and the students' majors.
 - a. The penalty for not submitting electronically or for incorrectly submitting a Whole Person Assessment artifact is a zero for that assignment.
 - b. By submitting an assignment, the student gives permission for the assignment to be assessed electronically.

B. Course Policies and Procedures

1. Chapter Quizzes: Quizzes will be given on a weekly basis and will consist of material from that week's textbook reading. Students will have 2 attempts to get their highest score. Review D2L for quiz due dates. **Late quizzes will not be accepted.** You must complete all quizzes or risk losing approximately 15 points per quiz.
2. Ethics Case Study Summary: The case summary is to be prepared on a case provided by the instructor. The case assignment will be written based on prompts provided by the instructor. Due date/time for the case summary will be posted via D2L. The case summary will be in APA format and include references. **A Late case summary will not be accepted.**
3. Reflections Paper: The reflections paper will be written based on the book *More Than a Hobby*. The reflection will be written based on prompts provided by the professor. The paper will be in APA format and include references. **A Late paper will not be accepted.**
4. Career Research Module: Three class periods of this course will be focused on the topic of written business communication using an APA format. You will be provided with a separate document outlining the details of the Research module

which involves researching different industries, companies and careers related to business. Details will include any additional required course materials, assignments, exams, and details regarding the 150 points associated with this module.

5. Excel Module: A portion of this course will be focused on developing basic Excel skills. You will be provided with a separate document outlining the details of the Excel module, including any additional required course materials, assignments, exams, and details regarding the 100 points associated with this module.
6. Course Evaluation:

Quizzes (8 @ 15 points each)	120
Ethics Case Study Summary	40
Reflections Paper	100
Career Fair Attendance	40
Subtotal Intro to Business	300
Career Research Module	150
Career Research Module Presentation	50
Excel Module	100
Total Points for Course	600

7. Attendance Policy

- a. Attendance is mandatory and is taken at the beginning of class. All students who miss class, including those who are administratively excused, are expected to obtain class notes and materials and turn in assignments within a reasonable time period determined by the professor. Similarly, students may miss class up to the number of times per week a class meets without penalty (see table below). This allowance is for illness, personal business, and/or emergencies. The professor has the discretion to excuse any absence beyond those described above.
- b. If a student has excessive *unexcused* absences, a penalty will be assessed as follows:

Number of days the class meets per week	Number of absences <u>not</u> resulting in a penalty	For <u>each additional day</u> the student incurs an unexcused absence beginning with absence number:	The student's total number of points will be reduced by*:
3	3	4	2%
2	2	3	3%
1	1	2	7%

*Based on a 15 week semester and the number of days per week the class meets.

- c. Whether excused or unexcused, excessive absences may negatively impact the student's performance/grade and may cause the student to fail the course.
- d. The professor has the prerogative to assign bonus points (if any) for perfect attendance.

8. Tardies

- a. Tardy is defined as missing *any* portion of class.
- b. Being consistently tardy to class is disruptive to the class and disrespectful to the professor and to fellow class members. This type of behavior is unacceptable in business. Thus, three unexcused tardies will be equal to one unexcused absence.
- c. Depending on the amount of the class missed, makeup work may be required or a student may be marked absent for that class.
- d. To not be counted absent altogether, the student is responsible to inform the professor that he/she was tardy immediately following that class.

9. Cell Phone and Other Electronics Policy

- a. Cell phones and other electronic devices **must be turned off** during class and **will not** be allowed during exams unless specifically requested by the professor.
- b. **Inappropriate** use of cell phones or other electronics is disruptive and may result in dismissal from class and an unexcused absence.
- c. **Prior to the beginning of class**, students may request an exception to this policy if some type of extenuating circumstance exists. However, it is the responsibility of the student to notify the professor **prior to class**.

10. Additional Course Policies

- a. Professionalism: Students are expected to hold the highest levels of professionalism including integrity and honesty, respectfulness, punctuality and leadership. Exemplary behavior is expected in the classroom.
- b. Schedule and Other Changes: The information in this syllabus is subject to change. Any such changes will be announced in class and / or communicated via D2L or e-mail.
- c. D2L and e-mail: Assignments, announcements, changes to this syllabus and other communication from the instructor, from time to time, may be made via D2L and/or the student's e-mail address. Students are required to review D2L and e-mail daily.
- d. Video or audio recording during class: No video or audio recording of the instructor or guest speakers is allowed in class under any circumstances without the explicit written permission of the instructor and/or guest speaker.
- e. Dropping the Course: It is the student's responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.
- f. Dress Code
 - a. Students are expected to meet the University's requirement as it pertains to dress code (i.e. NO shorts, sweats, etc.). Students appearing out of dress code may be asked to leave the class until proper attire is worn. A tardy will be given to students who are out of dress code and must change.

- b. As a student participating in a business course, the College of Business holds its students accountable to a higher dress code. To this extent, no hats are permitted in the classroom.
 - c. Failure to adhere to the dress code can result in a deduction of points.
 - d. Devices, such as headphones, must be kept off of the ears while in class.
 - g. Eating in class distracts others and is therefore prohibited.
 - h. Special Academic Accommodations: While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. Please contact the appropriate ORU authority for instructions on how to gain special academic accommodations.
 - i. Late assignments will receive a zero.
11. Your Professor:
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VI. MODIFICATIONS

The instructor reserves the right to modify, change, or waive any part of the syllabus or the evaluation criteria for this course. The instructor will provide notification of any modifications should they take place.

VII. COURSE CALENDAR –Tentative Schedule Subject to Change

Week	Assignment Due	CHAPTER/ READING	Topic
Week 1		None	Review Syllabus/Course Introduction
Week 2		None	Professionalism – Resumes/Handshake
	Handshake Registration	None	Professionalism/Business Etiquette/APA
Week 3	Quiz	FoB – CH 1	Exploring the World of Business and Economics
	Quiz	FoB – CH 4	Choosing a Form of Business Ownership
Week 4	Quiz	FoB – CH 6	Management
	Quiz	FoB– CH 9	Human Resources
Week 5			Career Fair/Digital Branding
	Quiz	FoB – CH 14	e-Business and Social Media
Week 6	Quiz	FoB – CH 16	Finance
	Quiz	FoB – CH 15	Accounting
Week 7	Quiz	FoB – CH 11	Marketing
	More Than a Hobby Reflection Paper	None	
Week 8	Fall Break	None	
Week 9		None	Research Module
Week 10		None FoB – CH 5	Research Module
			Entrepreneurship
Week 11			Information Systems
	Ethics Case Study		Ethics Case Study
Week 12		None	Excel Module
		None	Excel Module
Week 13		None	Excel Module
	Thanksgiving Break	None	
Week 14/15	Presentations	None	Career Research Project Presentations
	Presentations	None	Career Research Project Presentations

Note: Career Fair Attendance is Required

Because the course focus is to develop business professionals, punctuality is critical. Students must “swipe in” at all classes and events to receive credit for attendance. For classes, assistants will be available for “swipe in” until 10 minutes after the class starts. If a student does not swipe in by that time, credit will not be received for attending the class.