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**Instructor:** [Name and Rank]

**Office:**  [Kelce Room #]

**Hours:** [Times and Days – must be accessible]

**Phone:** [Office # and others if appropriate]

**E-mail:** [Official Pitt State address]

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**Textbook**



Business Foundations: A changing World, 11th edition by O.C. Ferrell, Geoffrey Hirt, Linda Ferrell.

**Catalog Course Description**

A descriptive introduction to the modern business world and an interpretation of the functional area of business. The development of the business firms and its environment.

**Prerequisites**

None

**Pillar of the Pitt State Pathway and Learning Outcome to be Covered in This Course:**

**GLOBAL UNDERSTANDING AND CIVIC ENGAGEMENT**

As global citizens, students need a comprehensive understanding of where they live and of the larger, interconnected global system of which they are part, and on which they depend. While identifying commonalities among people and places is important, it is crucial that students understand and appreciate the diverse cultural, social, political, economic, and environmental contexts that create differences. Understanding the role of responsible citizens in their own community and beyond ensures effective and ethical participation at all levels. Students also need to understand how biological, physical, and chemical systems work, how they change naturally, and how they can change due to human involvement. Understanding the implications of the interaction between humans and non-human systems is essential for long-term decision-making.

Learning Outcome: Students will explore global systems conscientiously.

**Pitt State Pathway Core Element and/or Essential Studies Element to be Covered in This Course:**

Essential studies**: Human Systems within a Global Context**

**Human Systems within a Global Context:**

Humans have developed complex systems that structure interaction. It is important to understand how and why these systems developed, change through time, vary by location, and are interconnected at all levels (local/regional/global), and the implications of that interconnectedness. Competency in this element means:

* *Analyzing* the structure, development, and change of human economic, political, social and/or cultural systems over time;
* *Analyzing* the individual’s role and responsibility to society at all levels;
* *Evaluating* how human systems are interconnected at all levels.

**Course Objectives / Learning Outcomes**

The objectives of this course are to enable you to use the tools of business to communicate effectively, develop your critical thinking skills, develop your ability to function responsibly in the world, and to enhance your understanding of economic principles and comprehension of the interrelationship between economic, political, cultural, social and technological issues and systems.

After completing this course, you should be able to:

*Describe* human organizational systems using a variety of disciplinary and interdisciplinary perspectives

LEARNING OUTCOMES FOR THIS COURSE: Upon successful completion of this course, student should be able to:

1. Define and discuss basic business terms and concepts.

2. Demonstrate an understanding of fundamental economic ideas and principles.

3. Demonstrate an awareness of the interrelationship between business and other social sciences, and be able to explain how business ideas and principles apply to our daily decision-making as producers and consumers.

4. Demonstrate and understanding of the global economy, the interrelationships among economic systems, and the role of the United States in that context.

5. Understand the importance of ethical decision-making.

6. Demonstrate the critical-thinking skills appropriate to success for a career in a business environment.

**Course Outline**

Chapter 1 Dynamics of Business and Economics

Chapter 2 Business Ethics and Social Responsibility

Chapter 3 Business in a Borderless World

Chapter 4 Options for Organizing Business

Chapter 5 Small Business, Entrepreneurship and Franchising

Chapter 11 Customer Driven Marketing

Chapter 12 Dimensions of Marketing Strategy

Chapter 13 Digital Marketing and Social Networking

Chapter 14 Accounting & Financial Statements

Chapter 15 Money and the Financial System

Chapter 16 Financial Management Securities Markets

Chapter 6 Nature of Management

Chapter 7 Organization, Teamwork, and Communication

Chapter 8 Managing Service and Manufacturing Operations

Chapter 9 Motivating the Workforce

Chapter 10 Managing Human Resources

**Teaching Methods**

This course will include lecture, readings, video, class discussion, in-class group assignment, and homework assignments. Achievement of PSP objectives will be assessed using a series of short answer and completion questions asking you to describe economic and political systems and distinguish these systems along a variety of dimensions.

**Canvas**

The Power point slides for each chapter will be posted on Canvas, and it will provide a general outline of material. While you will need to take additional notes in class as we move through the course materials. In addition to Power point slides, grades, assignments and any other announcements will also be posted on Canvas. If you miss class, check Canvas in order to keep up with assignments due dates, announcements, etc

**Attendance Policy**

Regular class attendance is expected. Attendance will be taken during each class. Usually, there is a direct correlation between class attendance and performance on exams. Each student can miss four classes without losing any point. These absences should be use for excused absences. After fourth absence, 1 point (starting from fifth absence) will be deduct for each missed class. Students are responsible for material covered during an absence, either school function or personal reasons. For those who will be absent due to PSU related events, please submit a schedule of those dates ahead of time from your faculty-sponsored advisor. Note: Instructor will drop students from class for excessive absences.

**Classroom Conduct**

a) Coming to the class late is not acceptable; b) Turn off cellular phones, pagers, watch alarms during class; c) Texting is not allowed during class time; d) Walking out from the class during lectures is not acceptable. Inform instructor in advance, if you must come to class late or leave early.

**Academic Integrity**

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college’s Student Code of Ethics as outlined below.

Students pledge to:

* Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
* Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
* Refrain from class disturbances.
* Refrain from use of profane or vulgar language in a threatening or disruptive manner.
* Treat fellow students, staff, faculty, administrators, and property with respect.
* Refrain from giving or receiving inappropriate assistance.
* Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another’s work in any academic work.
* Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

**Students with Disabilities**

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

**Course Evaluation Methods**

There will be 400 points possible through exams and approximately 160-175 additional points through the assignments, quizzes, and attendance/participation.

**Tentative Exam Date**

 **Exam 1 Sep. 18, 2017**

 **Exam 2 Oct. 09, 2017**

 **Exam 3 Oct. 30, 2017**

 **Final exam. Dec. 13, 2017**

A = 90 – 100% of total possible points

B = 80 – 89% of total possible points

C = 70 – 79% of total possible points

D = 60 – 69% of total possible points

F = 59% or below of total possible points

**Assignments**: Homework or in-class assignments will be given throughout the semester. Some homework assignments will require group activity. I do not accept late assignments, unless you gain permission beforehand.

**Quizzes**: Quizzes will be given randomly throughout the semester over materials discussed in class. Quizzes are usually worth 10 points each. These quizzes will be announced one class period in advance. Students will be allow to drop one quiz score. There will be no make up for quiz.

**Exams**: There will be four exams including final exam. Each exam will worth 100 points and will consist of true/false and multiple- choice questions. Exams will be based upon lecture, class discussion, videos, and textbook materials. I will try to follow the exam. Schedule indicated on the syllabus as much as possible. Occasionally, test dates may be changed, and these changes will be announced in class. Instructor will give inform students, if any changes to the schedule are necessary.

Students will not be allowed to take make-up exam without prior permission from instructor. Students must contact the instructor before or on the day of the exam if an emergency prevents them from taking the exam. All make-up exams must be taken before the next class period. Instructor will allow only one make up exam.

**Note**

The instructor reserves the right to amend and to reorganize this syllabus at any time.

The Syllabus Supplement provided by the University is incorporated by reference into this syllabus. and is available through the following link: https://www.pittstate.edu/registrar/\_files/documents/syllabus-supplement-spring-2019-updated-1-3-19-.pdf.