COURSE SYLLABUS
FALL 2025

Course Title: **BUSG 1301-271; Intro to Business**
Meeting Time: **Section 271; TT 1:00 am – 2:15 pm; LC 124**
Instructor Information:

Instructor:		**Miran Rivera**		
Office:		**LC 120G (Lubbock Center)**		
Office Telephone:		**806.716.4917**		
E-mail:		**mrivera@southplainscollege.edu**		
Office Hours:				
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
10:45A – 12:15P	**9:30 – 11:00 AM** **12:15 -1:00 PM**	**10:45A – 12:15P**	**12:15 – 1:00 PM**	**9:00 - 11:00 AM**

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COURSE DESCRIPTION: This course introduces fundamental business principles including structure, functions, resources, and operational processes.

COURSE OBJECTIVES: 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.

TEXT AND OTHER MATERIALS
Foundations of Business, Pride; Hughes; Kapoor, 7th Ed., ©2023. ISBN: 978-0-357-71795-0
OneDrive or 1GB+ Flash/Jump drive
Cengage Unlimited Access:
See the last page for important info on setting up Cengage MindTap connection

EVALUATION POLICY
You will have textbook reading assignments and textbook writing assignments. You will have four objective exams covering the assigned textbook chapter material. Simulation tasks are included in the textbook assignments to be completed throughout the course.

GRADING POLICY

Your semester grade will be calculated as follows:

In-Class Attendance and Participation				**10%**
Chapter Homework Assignments				**35%**
Project Presentation				**5%**
Exams				**40%**
Final Exam				**10%**
90-100 = A	**80-89 = B**	**70-79 = C**	**60-69 = D**	**Below 60 = F**

In-Class Attendance for Guest Speakers (10%)

Attendance is critical for this class in order to foster valuable class discussions and application of the material. We will have several guest speakers throughout the semester and our presence is the biggest factor in getting and keeping speakers. For the grade portion it is simple: 50 Points if you are in class, 0 points if you are absent. 50 Points for participation (which includes answering questions and contributing to class discussions), 0 points if you remain silent. If an industry leader has taken the time to be present in our classroom then your presence is not only expected, but mandatory! There are no makeups for these speaking attendance grades. You will be given at least 2 weeks heads up before speakers present.

Chapter Homework Assignments (35%) --Submitted in Cengage Mind Tap

Weekly homework in Cengage will be outlined in the semester schedule, opening Sundays at 5 AM and due the following Tuesday at 11:59 PM (you will have over a week to complete these assignments, remember that I do not accept late work). Please pay close attention to your semester schedule and the Cengage schedule for due dates etc.

Project Presentation (5%) – 2 In-Class Presentations

During the first week you will be given detailed instructions on your Semester Project. Each week you will apply learned material to build a real or theoretical small business. Week 5 you will present the early stages of your business and by Week 15 will have completed a portfolio of information for your business. This is 5% of your total grade, but the real-world implications are far more worthwhile.

Unit Exams (40%) and Final Exam (10%)*: There will be chapter exams covering 2-4 chapters each, over the major areas of study related to human relations listed under the course outline below plus the comprehensive final exam. Each exam will be released on Sunday mornings at 5:00 AM and will close on the following Tuesday at 11:59 PM in Cengage Mind Tap. You will be able to click on the exam link and select the exam as soon as it is made available. None of the exams are timed.**

*** Exams will be conducted online within software called Cengage Mind Tap. You do not have to come to campus to take these exams. Cengage will not allow printing of the exams when accessed. You will only be able to access the test once and you must take the test in one sitting—you will not be able to save and come back later to the test!

It will be very important for you to visit the Semester Schedule in Blackboard to see when exams are scheduled. ***

MAKE-UP EXAM POLICY: **I do not give make-up exams or accept late exams**. The **final exam** will be **comprehensive**. All students will take the final comprehensive exam. If student does not take final comprehensive exam, final grade will be lowered by one letter grade at the end of the semester.

COURSE OUTLINE:
I. The Environment of Business
II. Business Ownership and Entrepreneurship
III. Understanding the Management Process
IV. Human Resources
V. Marketing
VI. Information, Accounting, and Finance

ASSIGNMENT DUE DATES

Week 1:	September 2nd	Introductions, Syllabus, Chapter 1
Week 2:	September 9th	Chapters 2 & 3
Week 3:	September 16th	Exam 1 (Chapters 1-3) and Chapter 4
Week 4:	September 23rd	Chapter 5
Week 5:	September 30th	Project Presentations
Week 6:	October 7th	Chapters 6 & 7
Week 7:	October 14th	Exam 2 (Chapters 4-7) and Chapter 8
Week 8:	October 21st	Chapter 9
Week 9:	October 28th	Chapter 10
Week 10:	November 4th	Chapter 11
Week 11:	November 11th	Exam 3 (Chapters 8-11) and Chapter 12
Week 12:	November 18th	Chapters 13 & 14
Week 13:	November 25th	Chapter 15
Week 14:	December 2nd	Chapter 16
Week 15:	December 9th	Exam 4 (Chapters 12-16) and Final Project Presentation
Week 16:	December 12th	Final Exam (Chapters 1-16)

Note: All deadlines are at 11:59 PM on Tuesday unless you are notified differently. New Assignments open on Sunday at 5 AM.

ATTENDANCE POLICY
This is an in-person course, so please be advised that your attendance and participation is extremely important. Don't put off for tomorrow what you can get done today!
If you do not complete the first assignment prior to the 12th day of class you will be dropped as "Never attended". So, make sure you get in and get to work.
We can see when you last logged into Blackboard so don't wait until the last minute – there will be no extensions.

WITHDRAWAL POLICY
The last day to withdraw/drop with a grade of "W" is **December 4th, 2025**. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be

updated every Friday, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php.

COVID-19
For information and resources about COVID-19, please visit https://www.southplainscollege.edu/emergency/covid19-faq.php.
DIVERSITY, DISABILITIES, NON-DISCRIMINATION, TITLE V PREGNANCY, CAMPUS CONCEALED CARRY
For information regarding official South Plains College statements about **Diversity, Disabilities, Non-Discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry**, please visit: https://www.southplainscollege.edu/syllabusstatements/
STUDENT CONDUCT
Expected student conduct is as outlined in the SPC catalog. Please note that there is an online component to this course and others will see your responses to questions. Please do not post any pictures or data that others may find offensive.
TECHNICAL PROBLEMS/SUPPORT: If you are having computer problems, you have to let me know. I will try to help you in any way that I can. E-mail blackboard@southplainscollege.edu as your first contact with technical problems related to the Blackboard program. I am your contact with content issues for the course. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your assignments due to bad flash drives, computer crash, or your dog ate your homework, there is nothing I can do about it. THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN! Remember the saying "TECHNOLOGY HAPPENS"! So, it is strongly recommended to work on and submit assignments early before the date due. If an assignment is due and you are not able to access the Internet because the SPC server is down (which rarely happens), you have several options available:

Cengage Unlimited Access Code

You may purchase your Cengage access code in the bookstore or online. If you purchase online please select delivery of the code as -Access Delivery- do not ship it to your address. If you have questions please call immediately for help.

RESPONSE TIMES: You should expect responses from me within 48 hours to emails sent using Blackboard email. If you haven't received a response within that time, communicate to me again either through email and/or telephone. It is possible your initial communication had not been received. I will not guarantee a response to email during SPC scheduled school holidays or on weekends.

(end of document—subject to revision or addendums)