SYLLABUS PART II
EDISON STATE COMMUNITY COLLEGE
Bus 110s Fall 2026
Introduction to Business 3 CREDIT HOURS

INSTRUCTOR: Mrs. Lin Roberts
Office Phone: (937) 548-5546
EMAIL: lroberts2840@edisonohio.edu
Instructor is available by email, Zoom or in person appointment

---

Section/Term:	Fall 26/27 Semester Intro to Business (BUS-110S-402FS)
Class Meeting Time:	Monday 10:30-11:45
Location:	Greenville Campus
Required items:	Cengage Unlimited Computer with Microsoft Applications DOWNLOADED
Faculty:	Mrs. Lin Roberts
Credentials:	MBA, Urbana University, 2006 BS, Morehead State University. 1977
E-mail:	Lroberts2840@edisonohio.edu
Faculty Phone:	937.548.5546
Faculty Office Hours:	Online available daily Before or after class
Faculty Contact:	If you have questions or concerns, please contact me via email with your course and section number in the email through your Edison State email. We can set up online or in person meetings to help you succeed. I do not like to leave students waiting. I am extremely responsive, so if you do not hear from me in 24 hours, please Reply All to your sent email to follow up. We do not use Blackboard messages in this course.

COURSE POLICIES

Course Description

A description of the American business system, its organization and environment, and the basic functions of finance, production and marketing. Team approach to developing solutions for small business problems is utilized. Lab Fee: (Additional fees will apply for online, flex and webflex sections.)

Required Text – CENGAGE UNLIMITED SUBSCRIPTION – this is all you need

We no longer have a physical bookstore. Therefor you will need to go to the Edison State eBookstore and purchase our book this class electronically Textbook: Kelly & Williams "BUSN: Introduction to Business" 12th ed. **with MindTap access** Copyright 2023 Cengage Learning, Inc., Cengage Learning, Inc.MindTap ISBN: 9780357122952. For those who want a hard copy: Print Edition ISBN: 9780357122945 These materials required for this class—and any other classes using Cengage products—Used codes will not work. The textbook alone will not work. USB flash drive (optional but helpful). Students can also use OneDrive. Get textbooks, ebooks, access codes, apparel, and technology through your Edison State Bookstore.

Visit the bookstore **website** for more information!

Technical Requirements

You will need access to a computer that has high speed internet with an up-to-date browser. **Use the latest version for Google Chrome** for **your work in this course.** A desktop PC (or most laptop computers) with Windows 10 works best for this course. **You will also need access to Office 2019 or Office 365 and a Broadband Internet connection are required**.

A PC running Windows is required to complete 100% of your work; a Mac will allow you to complete 90%, a Chromebook 66%. Computers are available for use in the Edison Library and/or a public library.

Computer Time

Approximately eight to ten hours per week of computer time outside of class is recommended for successful completion of course requirements in this accelerated course.
You may work ahead. All assignments are available to you now and you may complete the course early. You will not be given new weekly assignments.

General course outline: This is a general outline of the course and is subject to change upon notification in regular class session and/or online.

WHEN ASSIGNMENTS ARE DUE:
08/24 Course begin
08/30 Register for Cengage/MindTap/SAM
Sundays - Assignments are due every Sunday, but please feel free to work ahead! (Course ends on a Friday)
** See course outline and Blackboard for due dates
9/7 Monday, Labor Day - Campus Closed
11/11 Wednesday, Veteran's Day - Campus Closed
11/26-29 Thanksgiving - Campus Closed
12/11 Final Due, Course ends (THIS IS A FRIDAY!)
**All due by 11:59 pm

WEEK	Bus 110s **Introduction to Business Fall 2026** All assignments due by 11:59 pm	Points	DUE DATE
Week 1	Getting Started with MindTap Review Part I & II of the syllabus Read Chapter 1---"Business Now: Change Is the Only Constant" **Introduction Discussion** **Complete MindTap Activities**	 10 35	8/30
Week 2	Read Chapter 2— "Economics: The Framework for Business" **Assignment: Economic Information Paper:** **Complete MindTap Activities**	50 35	9/6
Week 3	Read Chapter 3— "The World Marketplace: Business without Borders" **Global Economy Discussion** **Complete MindTap Activities**	10 35	9/13
Week 4	Read Chapter 4 – " The World Marketplace: Business without Borders **Ethics versus legal discussion** **Complete MindTap Activities**	10 35	9/20
Week 5	Read Chapter 5 – "Business Communication: Creating and Delivering Messages that Matter" **Complete MindTap Activities**	 35	9/27
Week 6	Read Chapter 6 – "Business Formation: Choosing the Form That Fits" **Business Ownership Discussion** **Complete MindTap Activities**	10 35	10/4
Week 7	Read Chapter 7 – "Small Business and Entrepreneurship: Economic Rocket Fuel" **Complete MindTap Activities**	35	10/11
Week 8	Read Chapter 8 Accounting: Decision making by the Numbers **Complete MindTap Activities**	35	10/18
Week 9	Read Chapter 9 – "Finance: Acquiring and Using Funds to Maximize Value" **Complete MindTap Activities**	 35	10/25
Week 10	Read Chapter 10 – "Financial Markets: Allocating Financial Resources" **Complete MindTap Activities**	 35	11/1
Week 11	Read Chapter 11 – "Marketing: Building Profitable Customer Connections" **Complete MindTap Activities**	 35	11/8
Week 12	Read Chapter 12 – "Product and Promotion: Creating and Communicating Value**"** **Complete MindTap Activities**	 35	11/15
Week 13	Read Chapter 13 – "Distribution and Pricing: Right Product, Right Person, Right Place, Right Price" **Business Profile Final Project** **Complete MindTap Activities**	 150 35	11/22

WEEK	Bus 110s **Introduction to Business Fall 2026** All assignments due by 11:59 pm	Points	DUE DATE
Week 14	Read Chapter 14 Management, Motivation, and Leadership: Bringing Business to Life **Complete MindTap Activities**	35	11/29
Week 15	Read Chapter 15 Human Recourse Management: Building a Top Quality Workforce **Complete MindTap Activities**	35	12/6
Week 16	**Wrap Up Discussion**	50	12/6

Your final grade for the course will be based on the following:

Category	Possible Points
Economic Information	50
Business Profile Assignment: PowerPoint Presentation	150
Discussions	40
Wrap up Discussion	50
MindTap Activities	525
TOTAL	**815 points**

Final grades in course will be determined as follows:

Percentage	Grade
90% and above	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

GRADING in WebAdvisor: A **Mid-term grade** and a **final grade** will be reported in WebAdvisor. The work used to determine mid-term grades will be specifically outlined by your instructor.

GRADES

Your grades for this class are reported in Blackboard. Use POINTS in Blackboard to determine your final grade. **Do not use the average that Blackboard displays.** The method that Blackboard uses to compute an average can be deceiving. Your final grade in the class will be determined by the total number of points that you have earned. Your instructor will apply your total points to the grade scale (above) to determine your final letter grade in the course. **LATE ASSIGNMENTS WILL NOT BE ACCEPTED UNLESS PERMISSION GIVEN BY THE INSTRUCTOR.**

An **incomplete** ("I" grade) can only be given if you have:

1. Tested regularly and in accord with the course schedule up to the last withdrawal date.

2. Completed all the requirements up to the withdrawal date.
3. Received a passing grade on all work.
4. Provided a documented, verifiable reason for being unable to complete the course.

To receive an incomplete, you **must** meet all the criteria listed above. An incomplete grade cannot be given after the grades are turned in to the Registrar's Office.

Attendance and Participation:

- Edison State Community College believes that students must attend class if they are to be well prepared for the workplace. Web-flex and online courses are no different from traditional classroom courses in this regard. Online students are subject to the same attendance policy and procedures as traditional students.
- Discussion Initial Blackboard postings are to be posted by Thursday of the week assigned. Follow-up posts, and responses to your participants are due by Sunday at midnight EST.
- Regular participation in the Blackboard course site will help to keep students on task with their weekly assignments.
- Each student will check into the course site a minimum of 5 times a week. (Note: Blackboard statistics are automatically recorded each time you log into Blackboard.)
- You are required to notify the instructor in advance whenever possible if you are unable to meet time requirements or deadlines.
- If you become ill or have a family emergency, please contact the instructor as soon as possible to notify her of the reason. Students will still be required to complete all assignments. During a hospital stay or doctor's visit and note from the doctor with date and time will be required
- Participation is directly tied to how much you can learn; therefore, participation will contribute to your grade as shown above. Logging into your computer and/or Blackboard is not considered participation. If you have any concerns regarding your abilities to take part, please notify your instructor as soon as possible.
- Failure to attend class does not constitute an official withdrawal. The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students.
- Students are financially responsible for costs associated with classes that they have withdrawn from after the published Add/Drop date. New federal mandates for students receiving financial aid state that attendance is to be calculated based on "academic-engagement," which means that coming unprepared for class just to be present and not doing any homework will not equal attendance.

Electronic Submission Statement (*when applicable*)

The assignments must be submitted through the Assignments page in the Blackboard site. E-mailed assignments will not be accepted. Files must be uploaded as attachments using .doc, .docx, .ppt, .pptx, .pdf, format ONLY. Files not submitted in the approved format will be graded as a zero.

Email

Check your ESCC e-mail account frequently for communications about this course. Once a day, Monday through Friday, is the best policy. Emails sent through Blackboard will be located in your Edison email (all students, faculty, and staff are required to use their Edison

email account for ALL college communication. Email from personal accounts will not be responded to. My Email is Lroberts2840@edisonohio.edu

Grading Turn Around Policy

Graded assignments will be returned within one week from their due date (some exceptions may apply). Assignments submitted early may not be returned until one week from the due date.

Instructor Contact Information

Please contact instructor at email: Lroberts2840@edisonohio.edu Emails requesting responses will be returned within 24-48 hours. Weekends and holidays will be an exception and maybe longer.

Late Policy

Assignments will NOT be accepted after the due date stated on the Syllabus unless the instructor is contacted 24 hours before the assignment is due. Please contact instructor at email: Lroberts2840@edisonohio.edu

Netiquette Statement

Remember proper discussion and email etiquette:

- Use proper grammar, text language is not acceptable
- Do not use all CAPS (it makes it appear that you are shouting.)
- Think before you post - use the rule of thumb: Would I want to see this on the top of a social media feed?

Unlike a traditional class where we can see and speak to each other, an online course does not allow us to use nonverbal cues (facial expressions, tone of voice, gestures). Remarks that might be humorous when spoken can easily be misconstrued when written. Choose your words with care to lessen the chance that you will be misunderstood or misinterpreted.

Plagiarism Policy

Intentional academic dishonesty will result in referral to the Dean for appropriate action and a grade of "F" given for the course. Please refer to the Edison State Community College Student Handbook for a detailed explanation of academic dishonesty.

Respect Statement

This course is reliant on dialogues between and among class members. Occasionally, we will be dealing with controversial topics about which individuals may have strong or differing opinions. Therefore, it is crucial that we work together to cultivate a respectful classroom space in which everyone can share their reactions and analyses comfortably. This means being considerate and patient with everyone else in the room or online. Verbal bullying and personal attacks will not be tolerated under any circumstances.

Subject to Change Statement

This syllabus is a guideline for the class progression; however, it is subject to change. Changes will be submitted to the class at least one week prior to enactment.

Technology Error Statement

As technology is now a part of our daily lives, computer or electronic malfunction are not valid reasons for late submissions or missing work.

Weather

If there is major snowfall or ice and a warning is issued for Piqua, the Edison State Alert System will send out notification of campus closings or delays (closing and delays will be announced on WHIO TV, as well). Please make sure you are signed up for the Rave Guardian app to receive all warnings and closing information.

COLLEGE POLICIES: In our Blackboard course, there is a menu item called **COLLEGE POLICIES**. By selecting the **COLLEGE POLICIES** menu item, you are able to see current information and policies in the following areas: Edison Student Handbook, Edison State Community College Catalog, Academic Honesty, Cole Values, Disability, Diversity, Important Dates, Dropping/Withdrawing Classes, General Education Outcomes, Student Services, Attendance & Participation, Grading Criteria, and Response Time.

College-Wide Policies

In our Blackboard course, there is a menu item called **COLLEGE POLICIES**. By selecting the **COLLEGE POLICIES** menu item, you are able to see current information and policies in the following areas: Edison Student Handbook, Edison Community College Catalog, Academic Honesty, Core Values, Disability, Diversity, Important Dates, Dropping/Withdrawing Classes, General Education Outcomes, Student Services, Attendance & Participation, Grading Criteria, and Response Time.

ACCOMMODATIONS /ACCESSIBILITY STATEMENT

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe that you may need an accommodation based on the impact of a disability, contact the instructor privately with your Self-Identification Letter. If you do not have a Self-Identification Letter, contact the Office of Disability Services by email accessibilitysupport@edisonohio.edu or call 937.381.1548. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

TESTING YOUR FAITH ACT

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, linked here, and provide a copy to their individual faculty
within 14 days from the start of the course. The entire policy can be found at this link-
https://www.edisonohio.edu/sites/default/files/2025-05/3358-1-10_testing_your_faith.pdf

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.
During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
    - email to SUPPORT@EDISONOHIO.EDU
    - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts
- Go to
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, or visit our webpage at www.edisonohio.edu/tutoring-center

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.