SYLLABUS PART II

INTRODUCTION TO BUSINESS - 3 Credit Hours

Section/Term:	**BUS- 110S – 804FS (Fall 2026)**
Class Meeting Time:	Online
Location:	Online
Required Items:	Textbook: Kelly & Williams "BUSN: Introduction to Business" 12th ed. **with MindTap access**
Faculty:	Marva Archibald MBA, University of Phoenix, 2008
E-mail:	marchibald@edisonohio.edu
Telephone Number:	937-778-7908
Faculty Office Hours:	**Main Campus**: Mondays 10:00 – 11:00 am, Tuesdays 1:00 – 2:00 pm, and Wednesdays 2:00 – 3:00 pm in room #203 **Online**: 6:00 – 7:00 pm Tuesdays, Wednesdays, and Thursday eveniings
Faculty Contact:	If you have questions or concerns, please contact me via email with the course name and number in the subject line (BUS 110S – 803FS through your Edison State email. You are welcome to set up an appointment to meet virtually via Teams or Zoom or stop by my office.

NOTE: If using Cengage Unlimited version, the pages might be off than the paper version. Please read homework to find more detailed instructions. Be advised that you have a choice of choosing the Cengage Unlimited Version, or you may rent a copy of the book or purchase a new one.

Class Policies

It is generally accepted that academic writing consists of the author's thoughts which are supported by properly cited sources through paraphrasing, summary, and quotations. At the instructor's discretion, papers with excessive quotations, where quotations make up 10% or more of the paper, may not meet the assignment requirements, and be dealt with accordingly.

Course Outline and Assignments (Tentative)

Week 1	
Aug 24	Getting Started with MindTap **Review** Part I & II of the syllabus **Review Assignment folder** **Introduction** **Read Chapter 1**---"Business Now: Change Is the Only Constant" **Complete MindTap Activities & Quizzes** due **Sunday, Aug 30** by 11:59 pm
Week 2	
Aug 30	Labor Day Holiday **Read Chapter 2**— "Economics: The Framework for Business" **Assignment**: Economic Information: Submit online Sunday **Review Lecture** **Complete MindTap Activities & Quizzes** due **Sunday, Sep 6** by 11:59 pm
Week 3	
Sep 7	**Read Chapter 3**— "The World Marketplace: Business without Borders" **Review Lecture** **Complete MindTap Activities & Quizzes** due **Sunday, Sep 13** by 11:59 pm
Week 4	
Sep 14	**Read Chapter 4** – "Business Ethics and Social Responsibility: Doing Well by Doing Good" **Review Lecture** **Complete MindTap Activities & Quizzes** due **Sunday, Sep 20** by 11:59 pm
Week 5	
Sep 21	**Read Chapter 5 –** "Business Communication: Creating and Delivering Messages that Matter" **Review Lecture** **Complete MindTap Activities & Quizzes** due **Sunday, Sep 27** by 11:59 pm
Week 6	
Sep 28	**Read Chapter 6 –** "Business Formation: Choosing the Form That Fits" **Review Lecture** **Complete MindTap Activities & Quizzes** due **Sunday, Oct 4** by 11:59 pm

Week 7
Oct 5

Read Chapter 7 – "Small Business and Entrepreneurship: Economic Rocket Fuel"
Discussion Board: WSJ article about IPhone Repair. First post due Wednesday by 11:59 pm. Response postings are due on Sunday at 11:59 pm.
Review Lecture/Guest Speaker/Class Discussion
Complete MindTap Activities & Quizzes due **Sunday, Oct 11** at 11:59 pm

Week 8
Oct 12

Read Chapter 8 – "Accounting" Decision Making by the Numbers"
Review Lecture/Guest Speaker/Class Discussion
Complete MindTap Activities & Quizzes due **Sunday, Oct 18** at 11:59 pm

Midterm grades are due at the end of this week.

Week 9
Oct 19

Read Chapter 9 – "Finance: Acquiring and Using Funds to Maximize Value"
Read Chapter 10 – "Financial Markets: Allocating Financial Resources"
Review Lecture
Complete MindTap Activities & Quizzes due **Sunday, Oct 25** at 11:59 pm

Week 10
Oct 26

Read Chapter 11 – "Marketing: Building Profitable Customer Connections"
R**ead Chapter 12 –** "Product and Promotion: Creating and Communicating Value"
Review Lecture/Guest Speaker/Class Discussion
Complete MindTap Activities & Quizzes due **Sunday, Nov 1** at 11:59 pm

Week 11
Nov 2

Read Chapter 13 – "Distribution and Pricing: Right Product, Right Person, Right Place, Right Price"
Review Lecture/Guest Speaker/Class Discussion
Complete MindTap Activities & Quizzes due **Sunday, Nov 8** by 11:59 pm
Business Profile Project Discussion

Week 12
Nov 9

Read Chapter 14 – "Management, Motivation, and Leadership: Bringing Business to Life"
Review Lecture/Guest Speaker/Class Discussion
Complete MindTap Activities & Quizzes due Sunday by 11:59 pm
Writing Assignment: Personal SWOT: Due **Sunday, Nov 15** by 11:59 pm

Week 13
Nov 16

Read Chapter 15 – "Human Resource Management: Building a Top-Quality Workforce"

Review Lecture
Complete MindTap Activities & Quizzes due Sunday at 11:59 pm
Review video link from Edison Librarian – Presentation on using the Library Databases for research. NOTE: You will use this for the LibGuide writing assignment due this week, and for researching your company for Business Profile Paper due in week 15.
Writing Assignment: Lib Guide Research. Due Sunday, Nov 22 by 11:59 pm

Week 14
Nov 23

Read Chapter 16 – "Managing Information and Technology: Finding New Ways to Learn and Link"
Review Lecture/Guest Speaker/Classroom discussion
Complete MindTap Activities & Quizzes due **Sunday, Nov 29** by 11:59 pm

Week 15
Nov 30

Read Chapter 17 – "Operations Management: Putting It All Together"
Review Lecture/Guest Speaker/Classroom discussion
Complete MindTap Activities & Quizzes due Sunday at 11:59 pm
Writing Assignment: **Business Profile paper** due **Sunday, Dec 6** at 11:59 pm

Week 16
Dec 7

Strategic Project presentations due on Wednesday evening from 6:00 – 8:00 pm, paper and completed evaluation due in the drop box by Fri, Dec. 12, and **Comprehensive Final Exam: Chapter 1 – 17** will open on Monday online and due by **11:59 pm on Friday, December 12 by 5:00 pm.**

COURSE POLICIES

ATTENDANCE/CLASS PARTICIPATION POLICY

This is a lecture class and participation is **mandatory**. Each week has a graded discussion board. Please read "Getting Started" in Blackboard for further instructions. This course is organized by weeks that begin on Monday morning and end on Sunday at 11:59 PM EST. Please see the course calendar for the due dates for each assignment. The calendar is well organized and provided to students at the beginning of the course for planning purposes. Due dates and assignments are subject to change, so please monitor your email and Blackboard throughout the term.

For attendance purposes, you must complete the class introduction, as shown in week 1. This establishes you as an active student in this class. To withdraw from the class and receive **a full refund you must officially withdraw by the close of business (see Key Dates by clicking on the link below. T**here are no refunds after that date. However, you may still withdraw from the class and receive a **grade of "W" until noon, (see Key Dates)** but will not receive any refund. After that date, there are no withdrawals without special petition for extenuating circumstances.

To officially withdraw from the course, you MUST complete the appropriate form and drop or submit to Enrollment Services at the Piqua Campus, Darke County Center, Troy Center, or Eaton Center. Failure to do so will result in a grade of **"F"** and may impact current or future Financial Aid. You also have a choice to submit the form through MYESCC.

Key Dates: Click on the link here to see the academic calendar with key dates to keep you informed.

https://catalog.edisonohio.edu/content.php?catoid=33&navoid=8024#fall semester

COURSE SYLLABUS: The course syllabus and assignments are subject to change. If any assignments or requirements of the course change, an email will be sent, the Calendar will be changed, or an announcement will be posted on the homepage. Students are responsible for all announcements and changes to the course communicated by these means, so please check these areas on a regular basis.

WRITING EXPECTATIONS

In this class I expect you to write using sentences, paragraphs, and correct grammar. This will be expected of you on the job, particularly if you desire to advance in your career. The Learning Center in the library has tutors who can help you. The library also has e-tutoring available, or you could have a friend or family member read your writing before you submit.

You are welcome to reference the writings of others for this class but be sure to use **MLA in-text citations and include a works cited page** to avoid plagiarizing the words of others!

AI EXPECTATIONS (Artificial Intelligence)

Each student is allowed to use AI to help you write your papers. However, you must not exceed 20% utilization. Failure to follow the guidelines will result in a (0) on all writing assignments; that include written papers, presentations, and discussion board assignments.

BUSINESS PROFILE ASSIGNMENT – INDIVIDUAL ASSIGNMENT

Each student will complete one Business Profile paper. The requirements for this paper include: a minimum of two – three full pages in length, double-spaced, with three outside resources that are cited using MLA format. I expect proper business tone and formatting to your sentences and paragraphs. Be sure to edit for grammar and typographical errors because this is required in any business writing you will perform on the job. This assignment requires you to complete an oral and written presentation during the last week of class. **In addition, you must complete this assignment to pass the class with a "C" or better as your final grade.**

HOW TO SUBMIT ASSIGNMENTS: Assignments will be completed on Blackboard and in Cengage MindTap. You will need to register with MindTap using the registration code that provided with your textbook. Please read "Getting Started" in Blackboard for further instructions. Failure to complete all the MindTap assignments will result in failure of this course.

ACTIVITIES, QUIZZES: All quizzes and tests are taken online in MindTap. When taking quizzes or tests, be sure that you have a stable and secure internet connection before you begin.

MINDTAP/LEARNSMART: We will be using MindTap learning system (a product of Cengage along with your textbook/E-book). You will receive the registration code with your textbook. However, if you purchase the book elsewhere, you will need to purchase the registration code directly from Cengage.

WEEKLY ASSIGNMENTS: You will need to complete your weekly assignments from each chapter. These assignments are to help you to learn the material as you build on each week's chapter. Each assignment is graded by MindTap. You will have one or two weekly quizzes (depending on the number of chapters you are studying that week), five tests, and a comprehensive final exam, all of which will be administered in MindTap.

SUBMITTNG LATE ASSIGNMENT POLICY: If you fail to complete any assignment by the due date, you will receive a 0. You can do the assignments as many times as you need to earn 100% but it must be done before the due date. If you have questions, please feel free to send me an email message.

ASSIGNMENTS IN BLACKBOARD: Late work will be accepted for 5 days after the original due date and will receive 10% off your grade (so if an assignment is worth 20 points, you would automatically be deducted 2 points for being late); no late work will be accepted after the 5-day post-original due date. If you think or know your assignment will be late, please email me ahead of time so we can discuss the matter.

GRADE POSTINGS: Turn-around time for grading assignments is generally one week (7 days) from the due date. I will start grading assignments once the due dates have passed to ensure all the students in the class have the same opportunity to submit assignments. Grades will be posted in Blackboard. NOTE: **Questions about grades should be discussed prior to Midterm, and Finals Week.**

ACADEMIC HONESTY POLICY

Cheating or plagiarism will not be tolerated in this course. Either will result in receiving a zero for the assignment. For a detailed description and discussion of plagiarism and how to avoid it, please refer to the following websites:

http://owl.english.purdue.edu/handouts/research/r_plagiar.html
http://ec.hku.hk/plagiarism/introduction.htm

www.plagiarism.org

You must provide references for any information that is not your original work. **I have a very strict policy regarding both cheating and/or plagiarism: You will receive a warning and earn a zero the first time you do either. If you cheat and/or plagiarize again, you will automatically fail the course and be reported to the department chair/college dean/Academic Honesty Committee.**

FACULTY- INITIATED WITHDRAWAL

Class participation is a major key to academic success. Failure to attend class, to complete assignments, or to engage in active learning with the instructor or other students negatively affects the student's learning and will be considered non-participation. If non-participation continues until the student is mathematically incapable of passing the course, the faculty will advise the student to withdraw. If the student fails to communicate with the faculty and does not voluntarily withdraw, Edison State Community College may administratively withdraw the student from the course, and a grade of UW may be given for the course.

ACADEMIC ALERT

In order to support your success, the instructor of this course may contact your career pathways advisor regarding your attendance and academic performance. This academic alert may be initiated at designated times during the first half of the term or at any time your success is in jeopardy. If you find yourself struggling for any reason, please contact your instructor or advisor for support.

TECHNICAL ISSUES/SUPPORT for WEBSITE: If you are experiencing technical difficulties or are having trouble using some of the Blackboard features (i. e. email, discussion board, drop box, quizzes, etc.), you should **contact the Edison Help Desk.** Please note: If you do not contact the Help Desk upon experiencing technical difficulties and go through a troubleshooting procedure, then "technical difficulties" will not be accepted as an excuse for missing an assignment (the Help Desk keeps a log of all contacts, which can be checked to confirm whether technical difficulties were occurring and whether you went through a troubleshooting procedure with the Help Desk).

Technical assistance is available through the Edison IT Help Desk, by telephone at 937-778-7957 or website http://www.edisonohio.edu/IT-Help-Desk/. You should write down any error messages that occur and note as much as you can about what you were doing when the difficulties began.

EMAIL MESSAGES

For all official course-related email communication to individuals, I will use the edisonohio.edu email system. Please do not send an email message to your instructor using any email account other than your Edison email; your instructor does not open emails with personal account addresses, and no subject line Therefore. Be sure to include your class number and section number in the subject line. (i.e. BUS110S-802SS).

Also, you must respond to all emails from me in a timely manner for us to maintain an open line of communication. If I am unable to reach you by email, an attempt will be made to reach you by text from **24-48 hours, except Sundays**. If you fail to answer to email, phone call and/or voice messages, your name will be submitted to Student Services for further contact. Likewise, you can expect to get a response email from me within **24-48 hours, except Sundays.** However, I am aware that many of you complete your homework on the weekend, so there are weekends when I will make an exception and respond promptly. Otherwise, you can expect to get a response sometime on Monday morning of the following week, unless I am unavailable for mitigating reasons.

CHARGER STATION AND BASIC NEEDS

Edison State Community College is proud to assist students needing help to obtain basic needs. The Charger Station is available for you to restock and refuel so you can refocus your energy on class. The Charger Station is stocked with all kinds of grab-and-go snacks or meal supplies for later. Stop by the Tech Lounge located adjacent to the art gallery in the East Hall or in the student lounge at the Greenville campus. If you need additional assistance with basic needs, please contact Student Affairs in room 160.

DISABILITY SUPPORT SERVICES

Edison State Community College will provide reasonable accommodation for students with documented disabilities. If you believe you may need 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 Accessibility and Disability Support Services by emailing accessibilitysupport@edisonohio.edu or by calling 937.381.1548. Accessibility and Disability Support 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.

BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Contact us at 937-778-7970, through our email at or check us out online at https://edisonohio.ecampus.com/shop-by-course

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 have computers and printers available for your use.

HEALTH AND WELLNESS SERVICES

Health and Wellness Services are available on the Edison State Piqua campus. The program provides resources that promote healthy lifestyle choices for our students, faculty, and staff. Contact Darlene Francis RN, BSN at Room 060, Monday-Thursday 10am-3pm, call 937-778-7840, or email dfrancis@edisonohio.edu

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/. LibGuides and short instructional videos are available to help you use these resources and can be found at: https://libguides.edisonohio.edu/. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

MENTAL HEALTH SERVICES

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have established partnerships with many local mental health providers. If you are struggling and need to speak with someone in person, please reach out to Student Services for further help. If you are concerned about a student or colleague, please file a CARE Team form https://www.edisonohio.edu/CARE-Team-Referral-Form/ so that immediate assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

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 in the student handbook linked above.

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain 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. Stop by and check out our Charger Stations in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu or stop in and see Dr. Jessica Chambers in room 160 in Piqua.

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) o email to support@edisonohio.edu or 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 www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
· 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 through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

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, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at https://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.

EVALUATION OF STUDENT WORK

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

Category	Possible Points
Comprehensive Final Exam	200
Economic Information	75
Personal SWOT	100
LibGuide (Library Guide)	50
Business Profile Assignment:	
Oral Presentation	50
Written Paper	150
Chapter Activities & Quizzes	641 - 650
Discussion Board	30
TOTAL	**1296 – 1305 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