

# COB 1301 02E

## Introduction to Business

### Fall 2023

Professor:	Asli K. Ogunc
Lectures	Tuesday/Thursday at 9:30 am in BA 243
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Office:	BA 210
Communication Response Time:	Before the end of the business day
Preferred Form of Communication:	Email
Drop in hours:	Tuesdays & Thursdays at 8:30 am or by appointment
Important Dates:	<a href="https://calendar.tamuc.edu/academic">https://calendar.tamuc.edu/academic</a>

## Course Information

### Materials – Textbooks, Readings, Supplementary Readings

This course does not have any required books. The readings for this course are partially drawn from a collection of business books, articles, and documents.

### Course Description

Welcome to Business College at Texas A&M University-Commerce! We are glad to have you in our business degree program, and all of the faculty and staff sincerely want you to succeed in both your education and your career!

The goal of this class is to provide you with knowledge and tools to be successful in your personal and academic life and be successful in your chosen career. You will learn the types and examples of career opportunities for business, various aspects of business functions, decision-making

*The syllabus/schedule are subject to change.*

processes at work and in your daily lives. You will be familiar with economic systems, forms of business ownership, and considerations for running a business. We want to provide you with coping strategies for common challenges facing today's students as well as help you develop crucial skills for success as a business person including but not limited to reading and writing in business terminology, note taking, and problem solving, critical thinking, and recognizing opportunities.

## Course Requirements

### Minimum Technical Skills

You should also be able search the Internet for relevant and reliable information. You should be able to read PDF documents. You should be able to create Microsoft Word (.docx), EXCEL (.xlsx), and PowerPoint (.pptx) documents. You will need to be able to access myLeo Online and be able to learn how to use it.

### Instructional Methods and Assessment

This course will be centered on classroom discussion of the topics and assigned work, using individual, small group and large group discussions. Students will read, discuss, listen, analyze, and develop an understanding of the assigned work.

### Attendance and Participation

The most crucial skill to any and every career, regardless of the field is being present and active in community activities. This includes being in the classroom AND participating in class. A sizeable portion of your grade therefore will depend on your attendance and participation.

## Syllabus Subject to Change Statement

The schedule will be adjust based on what actually happens in class. I may also change the basis for the course grade absed on our sped or interests (if I need to eliminate an assignment or something of that nature). If I do so, I will inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the syllabus as written AND the possibility of changes and responsibility for being aware of them.

## Pre-class and in-class Assignments

You will have weekly assignments to complete prior to attending class each Tuesday. These are typically short readings paired with short written activities. These will be posted and should be submitted in class. These will relate to the topics discussed in class and are typically short.

## Presentations

On the date and time of the class final, you will be required to give a short (no more than 5 minutes) presentation on an assigned topic. We recognize that you may not be comfortable with public speaking, but speaking in front of groups is an important and learned skill in any career.

## Service Learning

This is a service project that will be discussed in class at length.

## Extra Credit

There is no extra credit in business, so don't ask! But if you complete all assignments, you will not need extra credit to obtain a good grade.

## Grading

Attendance and participation are critical for a passing grade. We are going to cover important life and business skills that may not be available in a texts alone. To get the most out of the class, be present, be on

time, be prepared, and be engaged. Experience has shown me that students who regularly attend class earn higher grades.

The grades will be based on the best of the 10 weekly assignments/quizzes (500 points each), service learning (350 points), class presentations (150 points).

The letter grades in this course will be based on the following grading scale:

900 – 1000 A  
800 – 899 B  
700 – 799 C  
600 – 690 D  
Below 600 F

## Helpful Hints

Students who do well in the course share the following habits:

- Arriving to class a couple of minutes early and not leaving until class is dismissed.
- Not using phones and other electronics during class.
- Checking school email and MyLeo regularly for announcements & assignments.
- Completing all assignments on time.
- Asking questions in class or immediately following the class.
- Asking for help and advise early in the semester.
- Taking responsibility for their own grade.

## **COURSE OUTLINE / CALENDAR**

- Week 1: Learning the lingo, critical thinking, nature of reality, taking notes and getting advice.
- Week 2: Resources, coping, good and bad habits  
Perception, Memory, and Business
- Week 3: Research and scientific method: Nature of Science
- Week 4: Networking and job search
- Week 5: Forms of business Ownership
- Week 6: Functions of Business – Sales & Marketing
- Week 7: Functions of Business – IT/Business Analytics
- Week 8: Functions of Business - Accounting
- Week 9: Functions of Business - Finance
- Week 10: Functions of Business – Management/HR
- Week 11: Functions of Business - Economics
- Week 12: Industries
- Week 13: Careers in Business
- Week 14: International Markets
- Week 15: Presentations

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# TECHNOLOGY REQUIREMENTS

## LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

# COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

## Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

## Interaction with Instructor Statement

[To be determined by the faculty member teaching the course]

# COURSE AND UNIVERSITY PROCEDURES/POLICIES

## Course Specific Procedures/Policies

[To be determined by the faculty member teaching the course.]

## Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

[adapt language here to suit your own policies]

## University Specific Procedures

### Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

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## TAMUC Attendance

For more information about the attendance policy please visit the

[Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

## Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

## **AI use in course**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism). Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructor's guidelines. If no instructions are provided the student should assume that the use of such software is disallowed. In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way.



This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

## **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)