



SPECIAL PROJECTS IN BUSINESS

Course Syllabus

3-0-3.0

Date: 11/9/11

COURSE NUMBER: BUS 268

PREREQUISITE(S): ACC 102 and CPT 178

CO-REQUISITE(S): None

COURSE DESCRIPTIONS

This course includes research, reporting, and special activities for successful employment in the business world. This emphasizes the research, execution, and presentation of a business plan. Topics include basic planning, organizing, leading, controlling, supervisory, human resource management, business plan, routine accounting, basic financial planning and budgeting skills. Business-related reports and documents using word processing, spreadsheet, database, and presentation software are included in this course.

TEXTBOOK(S): Allen, Kathleen R. Launching New Ventures. 6th Edition. Boston: Houghton Mifflin Company, 2012 (ISBN #978-0-538-48179-3)

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

METHOD OF INSTRUCTION: This course will be taught via the Internet using online lecture notes, discussion board, and electronic messaging.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

<u>GRADE CALCULATION METHOD:</u>	Assignments/Unit Quizzes	=	20%
	Mid-term	=	20%
	Business Plan	=	60%
		=	<u>100%</u>

There are NO make-up tests.

CONFIDENTIALITY: All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:** The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:** An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still*

enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**ACADEMIC
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CLASS/LAB
PROCEDURES:**

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Program Director

Mr. Peter Stone
592-4694
stonep@sccsc.edu

Program Chair

Mrs. Karen Ravan
592-4840
ravank@sccsc.edu

**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Demonstrate basic planning, organizing, leading and controlling skills
 1. Apply working within a group
- II. Demonstrate a knowledge of supervisory skills
 1. Demonstrate technical expertise
- III. Demonstrate a knowledge of human resource management skills
 1. Demonstrate a knowledge of employer expectations of job seeking, keeping, and advancing skills
- IV. Create a business plan
 1. Employ communication effectively both orally and in writing
 2. Analyze written material
 3. Demonstrate problem-solving ability
 4. Demonstrate knowledge of professional work ethics
- V. Apply routine accounting applications
 1. Apply mathematical computations
- VI. Apply basic financial planning and budgeting skills
- VII. Create business-related reports and documents using word processing, spreadsheet, database, and presentation software