



The University of Texas at Tyler  
**Soules College of Business**  
Department of Management and Marketing  
**SUMMER 2022**

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<b>COURSE NUMBER</b>	MANA 1300
<b>COURSE TITLE</b>	Introduction to Business
<b>COURSE MEETINGS</b>	Online
<b>INSTRUCTOR</b>	Kerrie Anne Ambort Clark
<b>EMAIL ADDRESS</b>	<a href="mailto:kaclark@uttyler.edu">kaclark@uttyler.edu</a>
<b>OFFICE PHONE</b>	903.565.6528
<b>OFFICE HOURS</b>	by appointment
<b>OFFICE LOCATION</b>	COB 350.16

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I. **COURSE DESCRIPTION**

MANA 1300: Introduction to Business *provides a brief survey of the major functional areas of business including management, marketing, accounting, finance, and information technology, as well as core topics such as ethics and social responsibility, forms of ownership, small business, and international business.* (2020-21 CATALOG)

II. **REQUIRED TEXTBOOK/MATERIALS**

Kelly/Williams [\*BUSN, 11th Edition\*](#)

BUSN11 (Textbook or eBook; students choice), 11th Edition ISBN: 9781337407137\*

Cengage: 24/7 Tech Support 1-800-354-9706 or you can create a Tech Support Case online at [support.cengage.com](http://support.cengage.com)  
Note: Chat is also available through the Support Site (Requires Sign In with Cengage Account).

Recording capabilities/camera and microphone (ie. webcam, cell phone, etc.)

\*coursekey is not required, students may purchase the textbook used

III. **COURSE LEARNING OBJECTIVES**

- Demonstrate an understanding of the major areas of business including Marketing, Management, Accounting, Finance, and Information Technology.
- Apply an understanding of marketing through effective promotional practices.
- Examine the importance of proper management of financial resources.
- Analyze business ethics and social responsibility in the workplace.
- Develop and apply effective managerial and leadership practices in the workplace.
- Describe the key forces driving current business trends.

**IV. COLLEGE OF BUSINESS AND TECHNOLOGY CORE VALUES**

Professional Proficiency  
 Technological Competence  
 Global Awareness

Social Responsibility  
 Ethical Courage

**V. GRADING POLICY**

Grade Distribution	
Engagement	30%
News Ticker	30%
Terms Trivia	20%
Quizzes	20%

Final Grades		
A	=	90% +
B	=	80% - 89%
C	=	70% - 79%
D	=	60% - 69%
F	=	<60%

**VI. LECTURES**

Lectures for MANA 1300, SUMMER 2022, will take place in Canvas. Lectures are proctored weekly and posted as videos for each chapter within the outlined Module. The module class Lectures include audio and visual observance, interactive participation, as well as demonstration of one’s knowledge through Flipgrid Engagement posts, News Ticker submissions, Terms Trivia, and Quizzes.

**VII. ENGAGEMENT (30%)**

The semester will consist of Engagement activities related to the course curriculum, lectures, and textbook content. Engagement submissions are 30% of the overall semester grade. Engagement activities are proctored within Canvas using Flipgrid; a platform that *empowers social learning*. Engagement activities may consist of individual or group work. Engagement activities will most often consist of Flipgrid video discussion submissions or traditional discussion board posts but may also include group activities, class workshops, etc. Since this is a fully online course, the Flipgrid video assignments provide an interactive learning platform to better connect learners with one another and their professor. This platform also requires students to be clear and concise in their delivery of discussion materials given time restraints. Professional presentation is required for all posted videos, refer to the Canvas module for more details.

**VIII. NEWS TICKER (30%)**

The semester will consist of News Ticker submissions related to current events in business. The topic of the News Ticker will be based on the assigned unit content. News Ticker submissions are 30% of the overall semester grade. News Ticker submissions are to be completed as outlined within the Module and submitted in Canvas. The subject area for the News Ticker submissions relates to the five major content areas of the semester: The Business Environment, Creating a Business, Financing a Business, Marketing a Business, and Managing a Business. News Ticker submissions may consist of print and/or video-based media from a reputable news source. Our class News Ticker page will act as a catalog of all student submissions as we progress through the content of the semester. Students are required to read, site, and respond to peer posted content. News Ticker submissions are designed to foster critical thinking and analysis of current events in the world that directly correlate to business knowledge learned in the classroom. Initial posts are due on Wednesday by 11:59pm of the assigned week, peer responses are due Friday by 11:59pm of the assigned week. News Ticker submissions are to be completed individually.

**IX. TERMS TRIVIA (20%)**

Terms Trivia games were created as a unique way to engage students through the business terms that are covered in this course. In place of the standard definition pairing with multiple choice terms to test a student's knowledge, these games incorporate terms and definitions from the weekly lecture and textbook content. This assignment has been developed to engage the learner in an interactive environment that is user-friendly and requires critical thinking. Terms Trivia submissions are 20% of the overall semester grade. Terms Trivia are proctored weekly in Canvas within each outlined Module. Terms will come from the weekly lecture content and the textbook readings. Terms Trivia may consist of games including but not limited to: matching, word search, hangman, etc. Learning (not simply memorizing) these terms and their application will ensure students are prepared to collaborate and apply a certain level of skill and critical analysis related to application of business concepts throughout the semester and into industry. Terms Trivia are to be completed individually.

**X. QUIZZES (20%)**

The semester will consist of Quizzes related to the content from each weekly module. Quizzes are 20% of the overall semester grade. Quizzes are proctored in Canvas, each week, within the outlined Module. Quizzes are comprised of questions from all module content including a percentage from the lecture content and readings followed by the Guest Speaker Series content. Quizzes will most often consist of Multiple-Choice questions along with True/False, Matching, and short answer. The intended learning outcome for the assigned quizzes is to be applied as a tool that the learner can use to gauge their personal level of course content mastery. For this reason, quizzes may be attempted a second time to allow the learner to grow from and correct mistakes when applying new knowledge pertaining to the major functional areas of business. Quizzes are to be completed individually.

**XI. GUEST SPEAKER SERIES**

A Guest Speaker Series will run the course of the semester. The Guest Speaker Series consists of supplemental video content presented by Faculty across various business disciplines from the College of Business and Technology at The University of Texas at Tyler. These videos are presented in collaboration with the course instructor. This series will serve as supplemental information to each unit and will introduce you to different business perspectives and teaching styles. Student are expected to participate in the Guest Speaker Series by watching the videos that are posted within the Module, complete the quiz questions related to the speaker's series, and communicating through well-developed written analysis on posted discussion board topics as assigned.

**XII. CLASS MEETINGS/DUE DATES**

Since the delivery format of this course is fully online, there are no formal face-to-face class meetings. To ensure students are actively engaged and challenged to reach a high level of learning, your instructor has specifically designed this online course in a way that most effectively engages each learner through the integration of lecture videos, guest speakers, interactive assignments, discussion boards, group activities, etc. Submissions are due during summer sessions by **11:59pm CST on Sunday** of the assigned week, unless otherwise noted, as outlined on the Course Schedule. Make-up submissions are not permitted.

XIII. **ATTENDANCE/MAKE UP POLICY**

It is expected that students attend class online and actively participate throughout each week of the semester. Active participation Online includes logging into Canvas a minimum of three times EACH week throughout the semester, beginning on Monday, to engage in the course content. Engagement includes but is not limited to actively participating during in-class meetings and online through Quizzes, Terms Trivia, News Tickers, Discussion Boards, etc. In addition, it is expected that students engage in the course through reading the assigned textbook content, taking notes, reading supplemental articles, etc.

The design of this course provides students with the opportunity to plan his/her academic schedule in advance through the opportunity to work a week in advance. This structure is aimed at eliminating scheduling conflicts and therefore ensuring student's success in completing all course requirements by the due date as outlined in the Course Schedule. Submissions are due during summer sessions by 11:59pm CST on Sunday of the assigned week unless otherwise noted. Make-up submissions are not permitted.

XIV. **ACADEMIC SUCCESS STATEMENT**

The academic and professional success of the students in my classroom is of the utmost importance to me. Online learning requires additional planning and discipline to ensure mastery of course learning objectives. Organization, commitment, and communication will enhance your learning experience and can ultimately impact your success in the completion of course milestones. Please never hesitate to contact me as your instructor, [kaclark@uttyler.edu](mailto:kaclark@uttyler.edu), if for any reason you feel you are struggling with the course content and/or course requirements.

XV. **UNIVERSITY POLICIES AND INFORMATION**

<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

- **Withdrawing from Class** - Students you are allowed to withdraw (Links to an external site.) (drop) from this course through the University's Withdrawal Portal (Links to an external site.). Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the Tuition and Fee Refund Schedule (Links to an external site.). CAUTION #2: All international students must check with the Office of International Programs (Links to an external site.) before withdrawing. All international students are required to enroll full-time for fall and spring terms.
- **Final Exam Policy**: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.
- **Incomplete Grade Policy**: If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student. The student and the instructor must submit an Incomplete Form detailing the work required and the time by

which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.

- **Grade Appeal Policy:** - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library](#). ([Links to an external site.](#))
- **Disability/Accessibility Services:** The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal](#) ([Links to an external site.](#)) (<https://hood.accessiblelearning.com/UTTyler/> ([Links to an external site.](#))) and complete the New Student Application. For more information, please visit the [SAR webpage](#) ([Links to an external site.](#)) or call 903.566.7079.
- **Military Affiliated Students:** UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center \(MVSC\)](#) ([Links to an external site.](#)). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.
- **Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) ([Links to an external site.](#)) in the Student Manual Of Operating Procedures (Section 8).
- **FERPA** - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#) ([Links to an external site.](#)). The course instructor will follow all requirements in protecting your confidential information.
- **COVID Guidance**
  - *Information for Classrooms and Laboratories:* Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#) ([Links to an external site.](#)). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) ([Links to an external site.](#)) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

- *Recording of Class Sessions:* Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained

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from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

- **Absence for Official University Events or Activities:** This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501 \(Links to an external site.\)](#)).
- **Absence for Religious Holidays:** Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.
- **Campus Carry:** We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

## XVI. STUDENT RESOURCES

Resources to assist you in this course

- [UT Tyler Student Accessibility and Resource \(SAR\) Office \(Links to an external site.\)](#) (provides needed accommodations to students with document needs related to access and learning)
- [UT Tyler Writing Center \(Links to an external site.\)](#)
- [The Mathematics Learning Center \(Links to an external site.\)](#)
- [UT Tyler PASS Tutoring Center \(Links to an external site.\)](#)
- [UT Tyler Supplemental Instruction \(Links to an external site.\)](#)
- [Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas \(Links to an external site.\)](#)
- [Robert Muntz Library \(Links to an external site.\)](#) and [Library Liaison \(Links to an external site.\)](#)
- [Canvas 101 \(Links to an external site.\)](#) (learn to use Canvas, proctoring, Unicheck, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- LIB 422 -- Computer Lab where students can take a proctored exam
- [The Career Success Center \(Links to an external site.\)](#)
- [UT Tyler Testing Center \(Links to an external site.\)](#)
- [Office of Research & Scholarship Design and Data Analysis Lab \(Links to an external site.\)](#)

Resources available to UT Tyler Students

- [UT Tyler Counseling Center \(Links to an external site.\)](#)(available to all students)
- [TAO Online Support Center \(Links to an external site.\)](#)(online self-help modules related to mental & emotional health)
- [Military and Veterans Success Center \(Links to an external site.\)](#)(supports for all of our military affiliated students)
- [UT Tyler Patriot Food Pantry \(Links to an external site.\)](#)
- [UT Tyler Financial Aid and Scholarships \(Links to an external site.\)](#)
- [UT Tyler Registrar's Office \(Links to an external site.\)](#)
- [Office of International Programs \(Links to an external site.\)](#)
- [Title IX Reporting \(Links to an external site.\)](#)
- [Patriots Engage \(Links to an external site.\)](#) (available to all students. Get engaged at UT Tyler.)

XVII. COURSE SCHEDULE\*

Week	Date	Course Content	Due**
1	July 5 <sup>th</sup> –	Syllabus, Introduction Post, Course Content, Course Expectations	Syllabus Quiz Introduction Post via Flipgrid
	July 8 <sup>th</sup>	<b>THE BUSINESS ENVIRONMENT</b> <b>Business Now:</b> Change Is the Only Constant (Ch. 1) <b>Economics:</b> The Framework of Business (Ch. 2)	Terms Trivia – Ch. 1, 2 Chapter Quiz – Ch. 1, 2
2	July 11 <sup>th</sup> – July 15 <sup>th</sup>	<b>The World Marketplace:</b> Business Without Borders (Ch. 3) <b>Business Ethics and Social Responsibility:</b> Doing Well by Doing Good (Ch. 4) <b>Business Communication:</b> Creating and Delivering Messages that Matter (Ch. 5)	Terms Trivia – Ch. 3, 4, 5 Chapter Quiz – Ch. 3, 4, 5 Guest Speaker Quiz – Ch. 3, 4, 5 News Ticker Post & Flipgrid Video
		<b>CREATING A BUSINESS</b> <b>Business Formation:</b> Choosing the Form that Fits (Ch. 6) <b>Small Business and Entrepreneurship:</b> Economic Rocket Fuel (Ch. 7)	
3	July 18 <sup>th</sup> –	<b>FINANCING A BUSINESS</b> <b>Accounting:</b> Decision Making by the Numbers (Ch. 8) <b>Finance:</b> Acquiring and Using Funds to Maximize Value (Ch.9) <b>Financial Markets:</b> Allocating Financial Resources (Ch. 10)	Terms Trivia – Ch. 6, 7, 8, 9, 10 Chapter Quiz – Ch. 6, 7, 8, 9, 10 Guest Speaker Quiz – Ch. 6, 7, 8, 9, 10 News Ticker Post & Flipgrid Video
	July 22 <sup>th</sup>	<b>MARKETING A BUSINESS</b> <b>Marketing:</b> Building Profitable Customer Connections (Ch. 11) <b>Product and Promotion:</b> Creating and Communicating Value (Ch. 12) <b>Distribution and Pricing:</b> Right Product, Right Person, Right Place, Right Price (Ch. 13)	
4	July 25 <sup>th</sup> – July 29 <sup>th</sup>	<b>MANAGING A BUSINESS</b> <b>Management, Motivation and Leadership:</b> Bringing Business to Life (Ch. 14) <b>Human Resources Management:</b> Building a Top-Quality Workforce (Ch. 15) <b>Managing Information and Technology:</b> Finding New Ways to Learn and Link (Ch. 16) <b>Operations Management:</b> Putting It All Together (Ch. 17) <b>Final</b>	Terms Trivia – Ch. 11, 12, 13 Chapter Quiz – Ch. 11, 12, 13 Guest Speaker Quiz – Ch. 11, 12, 13 News Ticker Post & Flipgrid Video
	Aug 1 <sup>st</sup> – Aug 5 <sup>th</sup>	<b>[All submissions W5 must be made by Friday July 5<sup>th</sup>]</b>	Terms Trivia – Ch. 14, 15, 16, 17 Chapter Quiz – Ch. 14, 15, 16, 17 Guest Speaker Quiz – Ch. 14, 16, 17 News Ticker Post & Flipgrid Video CourseLeadership/ExperienceEssay & Final Presentation via Flipgrid

\*Course Schedule is subject to change; students will be notified of changes via Canvas.

\*\*see Canvas Module for more specifics – due dates are 11:59pm CST on Sunday of the assigned week, with the exception of Week 5 with a due date of 11:59pm CST on Friday, as outlined on the Course Schedule