

SUPR 100 Introduction to Commerce

Syllabus-Fall 2023.

Instructor: Michael Boyd

Office: Owensboro Community & Technical College, Main Campus, Library 213

Office Hours:

Monday: 8:30 am – 9:30 am, 11:00 – 11:15 am & 1:15 – 1:45 pm (DT Campus R 18)

Tuesday: 9:00 am - 11:00 am Virtual or can schedule appointment

Wednesday: 8:30 am - 9:30 am, 11:00 - 12:30 pm

Thursday: 8:30 am - 12:00 pm

Friday: 8:30 am - 12:00 pm

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TEXT

Introduction to Business 12th Edition By Kelly & Williams. (ISBN 978-1-28577531-9).

The text is available through the Big Red Backpack.

Course Description

This basic introductory course is designed to give students a broad overview of the world of commerce and the activities that small and large organizations engage in to contribute positively to their communities and the larger global market. We will explore a variety of topics that include what constitutes a business, different types of structural organizations, the changing environment that these organizations have to confront, the role of economics, finance, accounting, marketing, management, ethics, government and taxes, and profits in the modern environment. We will also explore the role of globalization and the role of politics that necessitates a sometimes, uncomfortable relationship between business and political leaders.

Important Elements for this Course

Due Dates: Weekly due dates will be Mondays @ 7 p.m for all work.

Announcements/emails: I will send at least 2 Announcements/emails per week to remind you what is due and when (the specific Monday night due date).

Chapter Quizzes: You may take any Chapter quiz over the chapter reading (20 questions from a test bank of questions) unlimited times. I encourage you to take the quizzes multiple times as you will learn more. Time limit will be 30 minutes. Your highest score will be recorded. Chapter quizzes will only close at course end, December 4 @ 7 p.m. You have flexibility on the Quizzes.

Chapter Checkups: Chapter Checkups over the Chapter Lecture and Videos will close permanently when that chapter content is due (weekly). You may take the Checkups only one time (I have created unique

questions over each video and the chapter lecture and thus only one attempt. I encourage you to open the Checkup in one window and open the Lecture/Quiz page in another window. There is no time limit on the Checkups.

Unit Exams and Final: Four unit exams (Chapters 1-4, Chapters 5-7 & 17, Chapters 9-12, and Chapters 13-15) will close on the due date. Most of the Unit Exams will be worth 40 points and you will have 50 minutes to complete these. These questions will come from the text test banks. You may take Unit Exams unlimited times before the due date and time. Your highest score from all attempts will be recorded in the grade book.

Final Exam: The Final Exam will include 4 questions per chapter (60 points total). You will have 90 minutes to complete the Final and you may take it unlimited times before the due date and time. Again, the highest score from all attempts will be recorded in the grade book. These questions (once again) come from the text test bank.

If you take chapter quizzes, unit exams, and the final multiple times, you will likely see repeat questions from time to time. That is ok. I have set the feedback for these assessments to show all correct answers in the event that you miss a question.

Pace: You can work at your own pace and finish the class early. However, all Checkups, Unit Exams, Discussions, Assignments, and the Final will close on the assigned Monday due date.

Schedule

Checkups, Assignment, Discussions, Unit Exams, and the Final Exam will be due on the associated Due Date. Chapter Quizzes will not close. You must score at least 6/20 on a Chapter Quiz before the next chapter content will be available to you.

Week	Content	Due Date
1	1 checkup, 1 quiz, 1 discussion	Aug. 28
2	2 checkup, 2 quiz	Sept. 4
3	3 checkup, 3 quiz, 3 discussion	Sept. 11
4	4 checkup, 4 quiz, 4 assignment, unit 1 exam	Sept. 18
5	5 checkup, 5 quiz	Sept. 25
6	6 checkup, 6 quiz	Oct. 2
7	7 checkup, 7 quiz, 7 assignment	Oct. 9
8	17 checkup, 17 quiz, unit 2 exam	Oct. 16
9	9 checkup, 9 quiz	Oct. 23
10	10 checkup, 10 quiz	Oct. 30
11	11 checkup, 11 quiz, 11 discussion	Nov. 6
12	12 checkup, 12 quiz, unit 3 exam	Nov. 13
13	13 checkup, 13 quiz	Nov. 20
14	14 checkup, 14 quiz, 14 assignment	Nov. 27
15	15 checkup, 15 quiz, unit 4 exam, final exam	Dec. 4

Grading Criteria

15	Checkups @ 15/18 points each	228
15	Quizzes @ 20 points each	300
6	Assignments/Discussions @ 35/40/50 points each	262
4	Unit Exams @ 30/40 points each	150
1	Final Exam	<u>60</u>
Total Points		1,000

100 – 90%	(1000 - 900 points)	A
89 – 80%	(899 - 800 points)	B
79 – 70%	(799 – 700 points)	C
69 – 60%	(699 – 600 points)	D
59 – 0 %	(599 – 0 points)	F

Overview

I want to encourage you to be an active participant in this class. I do not believe that there is any such thing as a dumb question, so please ask if you do not understand something we discuss or from the book. If you do not understand something the only way you will find out is if you ask.

Online classes are about following the schedule. I generally do not grade any late work. If you need to meet with me for additional assistance my office hours are listed (in Owensboro). If these times are not convenient, we can arrange a mutually convenient time to meet (likely through the Collaborate classroom, TEAMS, or by phone). You should also keep me informed if a situation emerges that prevents you from meeting a due date.

Please watch the course overview video. I think that this will answer most all of your questions!

WKU Inclusion Statement

Western Kentucky University (WKU) is committed to ensuring all members of our campus community have access to equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities. Consistent with our campus purpose statement and creed, this classroom will be a respectful space, welcoming all sexes, races, ages, national origins, ethnicities, gender identities/labels/expressions, intellectual and physical abilities, sexual orientations, faith/non-faith perspectives, income levels and socio-economic classes, political ideologies, educational backgrounds, primary languages, family statuses, military experiences, cognitive styles, and communication styles. If at any time during this course you are excluded or feel a sense of alienation from the course content, please feel free to contact me privately without fear of reprisal.

Land Acknowledgement Statement

The history of our community and land gives us the opportunity to recognize, respect, and appreciate our place within that history. Western Kentucky University (WKU) honors and acknowledges the Indigenous peoples' land on which this University was built. All land in the state of Kentucky was once Indigenous territory, which is why it is our duty to acknowledge that WKU exists on Native land. This particular region of Kentucky was home to both the Shawnee (Shawandasse Tula) and Cherokee East (ᏌᏍᏊᏚᎦ ᏌᏱᏳᏰᏔᏂᏩᏲᏐᏤ) tribes.

We also honor and acknowledge the former residents of Jonesville. According to the [Jonesville History Project](#), “Jonesville was a predominantly African American community in Bowling Green, Kentucky, that was demolished in the 1960s to make way for the expansion of the WKU campus. This incident echoed a pattern across the country where the power of eminent domain was utilized to seize property from minority communities for large public works projects under the guise of urban revitalization.”