



**Business 1101 – 015 Fall 2023**  
**Intro to Business & Professional**  
**Development**  
**TR: 11:30AM – 12:45 PM, Friday Hall 111**

**Instructor's Information**

Instructor: Austin Valvo  
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Office Hours: On Zoom by Request

**Required Course Materials and Options for obtaining the textbook:**

- Business Essentials, 13<sup>th</sup> edition, Ebert & Griffin, ISBN: 9780136863366 (MyLab Access including Pearson E-text).

*This course is part of the Niner Course Pack. Please visit [Niner Course Pack Information](#) for more information. **If you opt out, you are still responsible for purchasing the required course material.***

**Course Description:** Fundamentals of business including accounting, business analytics, economics, finance, international business, management, management information systems, marketing, and operations and supply chain management. Other topics addressed related to preparing students for success and include goal setting, understanding the inquiry process, and cultural awareness.

**Course Objectives:**

- Introduce you to college life, UNC Charlotte, and the Belk College of Business
- Examine how businesses operate in our modern economic, political, and social environment
- Understand how businesses are planned, developed, organized, and managed
- Examine the functional areas of business and the corresponding majors in the Belk College
- Expand and enrich your business vocabulary and research skills
- Create an awareness of the various career opportunities in business
- Provide an atmosphere in which you can relate personal consumer behavior, work experience and business concepts.

**Prospect for Success:** Every new freshman at UNC Charlotte must complete a “Prospect for Success” (PFS) course. BUSN 1101 is the PFS course for students in the Belk College of Business. There are three student-learning outcomes (SLO’s) for each new student.

- *Cultural Awareness* – Students will demonstrate an understanding of themselves, and of others, as individuals whose worldview and capacities are shaped by culture and experience and a willingness to take the worldview and capacities of others into consideration.
- *Commitment to Success* – Students will identify specific and realistic goals for their collegiate experience, develop or exhibit strategies for achieving these goals, and recognize the need to make change in light of experience.
- *Inquiry* – Students understand or experience inquiry as an open-ended process that explores evidence and/or approaches to generate ideas/conclusions.

### **Course Format:**

The course objective will be achieved by a sequence of in class discussions and lectures, ten different exercises, three written papers and three exams.

| <b>Evaluation Criteria</b>              | <b>Weight</b>  |
|---|----------------|
| Class Participation                     | 9%             |
| Five Passport Exercises                 | 5% (1% each)   |
| Five Skill Assignments                  | 10% (2% each)  |
| Ten MyLab (textbook) Assignments        | 10% (1% each)  |
| Three Prospect For Success (PFS) Papers | 30% (10% each) |
| Three Exams                             | 36% (12% each) |
| <b>Total:</b>                           | <b>100 %</b>   |

Students are encouraged to contact the instructor with any questions or concerns regarding grades. Final letter grades are assigned based upon the total points earned and the best judgment of the instructor, using the following grade scale:

**A: 90% or above B: 80 to 89.9% C: 70 to 79.9% D: 60 to 69.9% F: below 59.9%.**

**Class Participation:** There will be six different in-class presentations made by guest lectures from our campus-partners (see the course calendar for details). In addition, there are three mandatory exercises counting towards this participation grade.

**Skills Assignments:** You will complete five different assignments aimed at teaching important academic and professional skills, such as budgeting, financial goal setting, and applying for jobs. The grades are based on your effort in completing these assignments.

**MyLab Assignments:** There will be 11 assessments using Pearson's *MyLab* platform, each covering the material from your readings and class lectures. Here students will apply what they learned in new but similar situations as well as distinguish between facts and inference. Note that only the highest score out of your two attempts will count towards your grade and each assignment will be available as a practice set with answers and explanations after the due date.

**Prospect For Success Papers:** You will also prepare three Prospect for Success (PFS) papers in this course, one topics of: Cultural Awareness, Commitment to Success, and Inquiry. These papers are evaluated based on both content and students' ability to follow the explicit instructions provided. Please make sure that you always proofread and edit your assignments as these papers are graded on content, style, format, organization, mechanics, grammar and spelling. Students are encouraged to utilize the Writing Resources Center on campus to improve your writing skills.

**Exam Format:** All three exams are **closed book and in-class exams**, using multiple-choice questions within the Canvas platform. Each exam will exclusively cover the stated chapters and material. Please note, students are not allowed to leave the classroom and return during an exam, so please take care of personal business before entering the room for the exam. Students who arrive late for tests will only be permitted to take the exam as long as no other student has turned in their paper prior to the student's arrival. Please make sure you bring your laptop for each exam and switch all other electronic devices to the "off" position.

## Course Policies:

**Late or missed work:** Note that late or missed assignments or exams will NOT be accepted unless it is the result of: participation in University sanctioned activities and programs; personal illness; and/or other compelling circumstances (written documentation of the reason is required).

**Attendance and participation:** Attendance and active participation is the best way to fully maximize your learning potential. You are therefore expected to **attend all in-class sessions whenever possible and be prepared to actively participate in class**. Please do not arrive late or leave early from class, and please do not leave and return to the classroom during class. This is very distracting to the learning environment and it is unprofessional and disrespectful to the professor and to your fellow students. I will conduct this class in an atmosphere of mutual respect, so the orderly questioning of the ideas of others, including those presented by the teacher, is welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in a respectful way. If you do miss class, please make sure you review all the material that was covered in your absence. found in lectures on Canvas. Please visit <https://legal.uncc.edu/-policies/up-409> for information related to absences for religious holidays;

**Cells phones and other technology:** The use of cell phones or similar communication devices is disruptive, and is therefore not permitted during class. If you have a personal emergency or urgent matter, let the instructor know that you may need to respond to a call during class ahead of time and leave the room to respond to the call. All cell phones and other communication devices should either be turned off or be kept in *silent mode*. Students should also be aware that cell phone use during class is likely to be one of the largest obstacles to succeeding in this course and that **cell phone use during exams will result in a zero grade**. Computers are allowed in class but only for taking notes. Using your computer for something other than for class notes is not permitted. If you are found to be using your computer for something other than for class notes, the privilege to use your computer will be forfeited for the remainder of the semester.

**Academic Integrity:** The UNC Charlotte Code of Student Academic Integrity will be actively enforced in this course. The code forbids cheating, fabricating or falsifying information, submitting academic work for multiple requirements, plagiarizing, abusing academic materials, and complicity in academic dishonesty. Note that you are also expected to report cases of academic dishonesty to the course instructor. Students will need to produce identification at exams.

**Disability accommodation:** UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

**Withdrawals:** Students are expected to complete all courses for which they are registered at the close of the add/drop period. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. For more details, please visit: [course withdrawal](#).

**Title IX reporting obligations:** UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment. If you wish to speak to someone confidentially, you can contact any of the following on-campus resources, who are not required to report the incident: (1) University Counseling Center ([counselingcenter.uncc.edu](http://counselingcenter.uncc.edu), 7-0311); (2) Student Health Center ([studenthealth.uncc.edu](http://studenthealth.uncc.edu), 7-7400); or (3) Center for Wellness Promotion ([wellness.uncc.edu](http://wellness.uncc.edu), 7-7407).

**Email communication:** Email messages regarding this class are formal modes of business communication. Accordingly, email correspondence should be written in a formal manner. Proper email etiquette begins with a clear, direct subject heading to include your class name, with appropriate section number, and purpose of the email (e.g. BUSN 1101-015, Question about PFS Paper # 1). An appropriate salutation should be included in the body of the message (Such as Mr. V, Mr. Valvo, or Professor Valvo).

*The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.*

***Tentative Course Calendar BUSN 1101-015***

| <b>Week</b> | <b>Dates</b>         | <b>COURSE TOPICS AND MATERIAL COVERED</b>  | <b>ASSIGNMENTS</b>   |
|-------------|----------------------|--|--|
| 1           | T: 8/22<br>R: 8/24   | * Course Syllabus<br>* Challenges from transitioning into a 4-year academic institution: expectations and responsibilities.<br>* The U.S. Business Environment: Economics (Ch. 1)  | <i>Assign: Campus Passport</i>   |
| 2           | M 8/28               | <i>Last day to add, drop a course with no grade.</i>   | <i><a href="#">Payment Information</a></i>   |
|             | T 8/29<br>R: 8/31    | * Goal Setting and Finding Motivation: Discussion on what motivates individuals and firms to reach clearly stated goals.<br>* Economics and Profit motivation (Ch. 1)  | <i>Assign: PFS Paper 3 – Commitment to Success</i><br><i>Assign: PathwayU Assignment</i><br><b><u>Due: MyLab Ch 1</u></b>              |
| 3           | T: 9/5<br>R: 9/7     | * Labor as a Resource: Understanding your value as a labor resource, and how to succeed in the workforce.<br>* Human Resource Mgmt. & Labor Relations (Ch. 10)<br>* Diversity in the Workplace: A respectful discussion on how diversity offers both unique advantages and challenges to any group.  | <i>Assign: Time Management</i><br><i>Assign: MAPS Modules</i><br><i>Assign: Questionnaire</i><br><b><u>Due: Time Plan (part 1)</u></b> |
| 4           | T 9/12<br>R: 9/14    | * Time Management: All students will be tracking how they spend their time during this week.<br>* Managing Student Life and Responsibilities in an ethical way: An honest discussion on how stress and social pressure can tempt unethical behavior.<br>* Business Ethics and Social Responsibility (Ch. 2)<br>* Guest Speaker: Career Center (9/12) | <i>Assign: PFS Paper 2 – Cultural Awareness</i><br><b><u>Due: MyLab Ch 10</u></b><br><b><u>Due 9/12: PathwayU Package</u></b>          |
| 5           | M 9/18               | <i>Potential faculty concerns are shared through <a href="#">Early Alerts</a>.</i>   |  |
|             | T 9/19<br>R: 9/21    | *Starting a New Venture and Taking Ownership of Your Success: Discussion about success and ownership both as a student and as a professional.<br>*Entrepreneurship, New Ventures, and Business Ownership (Ch. 3)   | <b><u>Due: Time Report (part 2)</u></b><br><b><u>Due 9/22: New Student Transition Quest.</u></b><br><b><u>Due: MyLab Ch 2</u></b>      |
| 6           | T 9/26<br>R: 9/28    | Content Wrap-up<br><b>Exam 1 (Chapters 1 – 3 and 10 + all other covered content)</b>   | <b><u>Due 9/29: MAPS Modules</u></b><br><b><u>Due: MyLab Ch 3</u></b>  |
| 7           | T 10/3<br>R: 10/5    | *Managing Yourself: Career Planning and the Job<br>*Search Process.<br>*Managing the Business (Ch. 5)<br>*Guest Speaker: Peer Connections (10/5)   | <b><u>Due: PFS Cultural Awareness</u></b>  |
| 8           | 10/9-10/15           | <i><a href="#">Niner Nation Week</a> (Homecoming 2023)</i>   |  |
|             | T: 10/10<br>R: 10/12 | * Professional Success: Creating a Quality Resource<br>* Operations Management & Quality (Ch. 7)<br>* Guest Speaker: Internship & Networking (10/12)   | <i>Assign: Resumes and Cover Letter Assignment</i><br><b><u>Due: MyLab Ch 5</u></b>  |
|             | F: 10/13             | <i>Unsatisfactory Grades reported by faculty for Fall 2022</i>   |  |
| 9           | T 10/17<br>R: 10/18  | * Effective Communication: Making yourself understood and understanding those around you.  | <i>Assign: PFS Project – Inquiry</i><br><b><u>Due: MyLab Ch 7</u></b>  |

|       |                     |  |   |
|-------|---------------------|--|---|
|       |                     | * Marketing Processes & Consumer Behavior (Ch. 11)   |   |
|       | R: 10/19            | <i>Last day to withdraw from course(s) subject to <a href="#">Policy Information</a></i>   |   |
| 10    | 10/23-24            | <i>Student Fall Recess - No Classes Meet</i>   |   |
|       | R: 10/26            | * The Inquiry Process and Business Research<br>* Information Technology (IT) for Business (Ch. 14) and Business Analytics.   | <b><u>Due: Topic for Inquiry Project</u></b><br><b><u>Due: MyLab Ch 11</u></b>  |
| 11    | T 10/31<br>R: 11/2  | Content Wrap-up<br><b>EXAM # 2 (Chapters 5, 7,11 &amp; 14 + all other content covered since the previous exam)</b>   | <b><u>Due: MyLab Ch 14</u></b><br><b><u>DUE: Passport Assignment</u></b>  |
| 12    | T 11/7<br>R: 11/9   | * Growing your Personal Assets: An introduction to informed personal financial decisions.<br>* Managing Your Personal Risk and Finances (Appx)<br>* Guest Speaker: Library Resources (11/7; <b>**In Atkins 125**</b> )   | <b><u>Assign: Cash-Course Assignment</u></b><br><b><u>Due: PFS Project – Inquiry</u></b>  |
| 13    | T 11/14<br>R: 11/16 | * Managing and Accounting for the Firm’s and Personal Assets: The importance of having relevant information and operating within a realistic budget.<br>* The Role of Accountants and Accounting Information (Ch. 15)<br>* Guest Speaker: Niner Finances (subject to change) | <b><u>Due: CashCourse Assignment</u></b><br><b><u>Due: Resumes and Cover Letter Assignment</u></b><br><b><u>Due: MyLab Appendix</u></b> |
| 14    | T: 11/21            | Content Continued  | <b><u>Due: MyLab Ch 15</u></b>  |
|       | 11/22-26            | <i>Thanksgiving Break - No Classes</i>   |   |
| 15    | T 11/28<br>R: 11/30 | *Growing the Firm’s Assets: Planning for tomorrow’s needs by saving today.<br>* Managing Business Finances (Ch. 17) and Risk Management (Appendix)<br>*Guest Presentation: Education Abroad (subject to change)  | <b><u>Due: PFS Paper 1 – Commitment to Success</u></b><br><b><u>Due: MyLab Ch 17</u></b>  |
| 16    | T 12/5              | * International Business and the need for and Global perspective in business.<br>* Understanding the Global Context (Ch. 4)  | <b><u>Due: MyLab Ch 4</u></b>   |
|       | R: 12/7             | <i>Reading Day - No Classes</i>  |   |
| Final |                     | <b>EXAM # 3 (Chapters 4, 15, 17 &amp; appendix + all other content covered since the previous exam)</b>  |   |
|       | M: 12/18            | <i>Final Grades Due by Noon</i>  |   |