

Instructor Information	
Instructor	James Cammack
Email	cammackje@lamarpa.edu
Phone	(409) 984-6386
Office	Student Center - Room: 405
Office Hours	To be announced
Additional Contact Information	Email is my preferred method of communication. But feel free to call me, if you need to talk with me. If I do not answer, please leave a message. I will also be available by Zoom, but email me first so we can set a time to Zoom. Here is my Zoom info: My Lamar Zoom: https://zoom.us/j/241845128
Course Information	
Description	This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility
Required Textbooks	Textbook Purchasing Statement: <i>A student attending Lamar State College Port Arthur is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.</i> You do not need to purchase a textbook for this course. The primary content for this course will come from <i>Introduction to Business by OpenStax</i> and is accessible online for no cost. The link for this text and related materials is https://openstax.org/details/books/introduction-business . If you prefer a printed copy, you may download and print the pdf or order a printed copy. The text may also be viewed using the OpenStax app. We will also use other Open Educational Resources (OER) throughout the semester. These will also be available at no cost.
Additional Materials/Resources	Materials: If you are taking the course on campus, you will need headphones or ear buds to hear course audio in the classroom. User Accounts: You will also be required to have user accounts for various services, such as Google, OneDrive, Zoom, etc. These can be obtained at no cost to the student. The instructor will provide details when we get to that section of the course. Lab Access: A computer lab is located in the Education Building, Room 132. If the software is not available on a lab computer, ask someone on staff if there is another computer with the appropriate software. A valid Student ID is required in order to use lab facilities available on the Lamar campus. You may also need to bring earbuds or headphones, if you need audio capability. You may also check with the Port Arthur Public Library or other public libraries for computer access. Tech Support and Help Logging in: for technical assistance, contact Online Support Desk 24/7 at 936.496.5379 or bbhelp@lamarpa.edu . If you need to reset your password, you can do so by clicking on MyLSCPA button at Lamarpa.edu and then clicking the Help tab.
Corequisites/Prerequisites	None
Learning Outcomes	Upon successful completion of this course, students will: 1. Identify major business functions of accounting, finance, information systems, management, and marketing. 2. Describe the relationships of social responsibility, ethics, and law in business. 3. Explain forms of ownership, including their advantages and disadvantages. 4. Identify and explain the domestic and international considerations for today's business environment: social, economic, legal, ethical, technological, competitive, and international.

5.

Identify and explain the role and effect of government on business.

6.

Describe the importance and effects of ethical practices in business and be able to analyze business situations to identify ethical dilemmas and ethical lapses.

7.

Describe basic financial statements and show how they reflect the activity and financial condition of a business.

8.

Explain the banking and financial systems, including the securities markets, business financing, and basic concepts of accounting.

9.

Explain integrity, ethics, and social responsibility as they relate to leadership and management.

10.

Explain the nature and functions of management.

11.

Identify strengths, weaknesses, opportunities, and threats of information technology for businesses.

Core Objectives

- Critical Thinking Skills: Students will engage in creative and/or innovative thinking, and/or inquiry, analysis, evaluation, synthesis of information, organizing concepts and constructing solutions.
- Communication skills: Students will demonstrate effective written, oral and visual communication.
- Empirical and Quantitative Skills - Applies the manipulation and/or analysis of numerical data or observable facts resulting in informed conclusions.
- Social Responsibility Skills - Expresses intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Lecture Topics Outline

Understanding Economic Systems and Business
Making Ethical Decisions and Managing a Socially Responsible Business
Competing in the Global Marketplace
Forms of Business Ownership
Entrepreneurship: Starting and Managing Your Own Business
Management and Leadership in Today's Organizations
Designing Organizational Structures
Managing Human Resources and Labor Relations
Achieving World-Class Operations Management
Creating Products and Pricing Strategies to Meet Customers' Needs
Distributing and Promoting Products and Services
Using Technology to Manage Information
Using Financial Information and Accounting
Understanding Money and Financial Institutions
Understanding Financial Management and Securities Markets
Your Career in Business

Major Assignments Schedule

under revision

Final Exam Date

May 8, 2025 - 12:30 AM Through May 8, 2025 - 1:45 PM

Grading Scale

90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F

Determination of Final Grade

DETERMINATION OF GRADE - IN-PERSON CLASSES

Assignments 60%
Proctored Exams 40%

Notes:

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To pass the course, you must have a 60 average on Assignments.

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Grade calculations displayed in Blackboard may not always be accurate. You should average your own grades using the syllabus grade calculation. Report any discrepancies to instructor.

No Assignments Accepted Late: Assignments for each week are due at the end of the day on Sundays, unless otherwise directed in the assignment, or on the syllabus/schedule. New assignments for the next week should become available at noon on Monday. All assignments, quizzes, and exams must be completed and submitted before the due date. Because you have ample time to complete assignments, late work will not be accepted. You should start early enough so that if/when you experience problems, we can work them out prior to the due date. Working with technology can be challenging. You will have problems. Websites will go down, Internet connections will not work, devices will not charge, etc. If you wait until the due date, you risk not completing your work on time. When you have technical issues, contact me early. **Technical problems on the due date are NOT an excuse for turning in assignments late. I do occasionally extend due dates if you have a good reason for asking for the extension and if you have contacted me early.**

Resubmitting Assignments: For most assignments, you are allowed two attempts prior to the due date (this does not apply to exams). If you submit two attempts, only the second attempt will be graded and you will receive a zero for the first attempt. You are not allowed to resubmit after the due date or after an assignment has been graded.

Missed Exams: If you are absent and miss an exam, you will receive a grade of zero. If you have special circumstances which require you to miss an exam, you may contact me to see if other arrangements can be made. Requests for makeup exams or other arrangements are granted only if you have an exceptional reason for missing an exam, such as a medical emergency, or death in the family. It is your responsibility to initiate arrangements for a makeup or other arrangements.

Approval should be cleared with me prior to the date of absence. If it is not possible to contact me prior to the exam, within 24 hours after missing the exam, you must email me and explain the reason you missed the exam. The format of a makeup exam may differ substantially from that of the regularly scheduled exam.

Academic Honesty: Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSC-PA policies (Section IX, subsection A, in the Faculty Handbook) for consequences of academic dishonesty. **You are expected to complete all assignments yourself. All exams must be completed on your own, with no assistance from anyone else and without the use of notes or textbook or any other materials, unless specifically expressed in the exam instructions. This includes, but is not limited to, accessing previous homework, accessing websites, or communicating with others when taking the exam. You are also NOT allowed to share information about exams with others. Some exams may be password protected. You are NOT allowed to share passwords with anyone else for any reason.**

Accommodations: If you have accommodations from the Office for Disability, talk to your instructor about these during the first week of the semester. Students with accommodations should also check with teacher two weeks prior to exam(s) to arrange for any accommodations.

Exam Information: You will be required to take your exams in the classroom, during the regular class time and using a LSCPA computer (no laptops). You will be observed with a monitoring program while you complete your exam. You will have 50 minutes to complete each exam. Your screen activity may be recorded during exams.

Confirm Arrangements: Always confirm any important arrangements or discussions with me by emailing me using your Lamar email. Verbal communication, phone calls, etc will not be "official" unless confirmed in an email.

Original Coursework All coursework must be original for this semester. If you took this course previously, or have done a similar assignment in the past (in another class, for example), you must recreate your assignments this semester.

Artificial Intelligence Policy Unless specifically authorized in the assignment or exam instructions, students are not permitted to use AI tools in this course in any way.

Additional Policies (for in-person, campus classes)

- Turn your cell phones to vibrate when in the classroom.
- No food or tobacco products are allowed in the classroom.
- Only students enrolled in the course are allowed in the classroom, except by special instructor permission.
- Use of electronic devices are prohibited on exams. This includes, but is not restricted to, watches, cell phones, tablets, electronic eye ware, laptop computers) shall not be used during examinations unless specifically allowed by the instructor.
- Use of electronic devices during normal class hours distracts other students, disrupts the class, and wastes valuable time. Your instructor has an obligation to reduce such disruptions and may impose such restrictions as he deems necessary.
- Unless specifically designated otherwise by your instructor, exams must be taken in the classroom, during class time, and without access to any outside resources and without communication with

- anyone other than the instructor. You are not allowed to share exam login passwords with anyone else and you are not allowed to take the exam outside of the classroom.
- If you are tardy for any exam or quiz, you will be allowed to take the exam or quiz only with the instructor's approval. If you are allowed to take the exam, you will only have the timeframe allocated to the class to complete the exam. You will not be allowed additional time for the time you missed by being tardy.
- Missed quizzes and missed in-class assignments (assignments to be completed during a class period) will each be recorded as a zero. No makeup quizzes or in-class assignments will be given. Quizzes and In-class assignments are considered Assignment grades.
- You are responsible for completing and submitting all assigned homework when due, and for being prepared for each class meeting. This applies even if you were absent for the previous class meeting.

Attendance Policy

The instructor reserves the right to drop you from the class if you do not submit course work regularly. Submitting course work regularly means you submit coursework weekly. If you are inactive for more than one week and/or if you do not submit assignments for a week, and if you do not email the instructor with an acceptable explanation, the instructor reserves the right drop you from the class. To be successful in the class, you are expected to exert sufficient effort.

If at any time you have failed to complete at least 50% of the weekly assignments, you may be dropped from the class.

Additional Attendance Policy: If you have missed more than 4 hours of class at the end of the semester, the instructor may assign you an F for the course. Every three times you are late for class will count as one absence. On any days you are tardy, you should check with the instructor after class to be sure you are counted present. If you do not do this on the day you are tardy, the tardy will be counted as an absence.

Additional Information

- Most assignments this semester will be due at the end of the day each Sunday. New assignments (for the next week) will be available Monday at noon and will be due by the end of the day that next Sunday.

Copyrights:

- Some material in this course may be copyrighted. These materials may be used only for instructional purposes this semester, by students enrolled in this course. These materials are being used fairly and legally. No one may distribute or share these copyrighted materials in any medium or format with anyone outside this class, including publishing essays with copyrighted material, uploading copyrighted material to Facebook or YouTube, or painting or performing copyrighted material for public display.
- Copyright violation is not the same thing as plagiarism. Plagiarism is intellectual dishonesty. Offenses of plagiarism result in lower grades or failing scores, and professors and the college strictly enforce plagiarism rules. There is never any acceptable use of plagiarism. Copyright violation is a legal offense, punishable by large fines and penalties.
- Copyrighted material can be used if permission from the material's creator is obtained, or if its use meets the standards of fair use in an educational setting. For example, a student can quote a line from Shakespeare's Hamlet in a report without violating copyright but still be guilty of plagiarism if the quotation is not properly documented.
- If you are in doubt about what material can be freely used, ask your professor.

Institutional Policies

MyLSCPA

Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through [MyLSCPA](#).

Academic Honesty

Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.

ADA Considerations

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights 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 believe you have a disability requiring an accommodation, please contact the [Disability Services Coordinator](#), Room 117, in the Student Success Center. The phone number is (409) 984-6241.

COVID 19 Information

The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.

Facility Policies

No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.

HB 2504	This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.
Mandatory Reporting of Child Abuse and Neglect	As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see LSCPA's Policy and Procedure Manual .
Title IX and Sexual Misconduct	LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit LSCPA's Title IX website .
Clery Act Crime Reporting	For more information about the Clery Act and crime reporting, see the Annual Security & Fire Safety Report and the Campus Security website .
Grievance / Complaint / Concern	If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.
Department Information	Business and Industrial Technology Chair: Sheila Guillot Email: guillsr@lamarpa.edu Phone: (409) 984-6381