DISTANCE LEARNING HANDBOOK

2023-2028

TEXAS COLLEGE

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WELCOME

Texas College is offering online courses to conveniently help students continue their education via the distance learning process. The Student Handbook for Online Learning has been created to provide students with simplified steps regarding online enrollment and instruction.

This handbook does not replace the College Catalog and Student Handbook; rather, it provides useful information to help students navigate online enrollment and instruction.

TEXAS COLLEGE MISSION STATEMENT

Texas College is a Historically Black College founded in 1894, by the Colored Methodist Episcopal Church, now the Christian Methodist Episcopal Church (CME). Our mission continues to embody the principles of the Christian Methodist Episcopal Church. The College shall prepare students with competencies in critical and creative thinking related to the knowledge, skills, and abilities as defined in areas of study using different modalities of instruction. Additionally, the College shall provide an environment to inspire intellectual, spiritual, ethical, moral, and social development, which empowers graduates to engage in life-long learning, leadership, and service. *(Restated October 24, 2024).*

OVERVIEW OF DISTANCE EDUCATION

Distance Education allows students to learn through online or hybrid course delivery. Online courses require students to work 100% online, while hybrid courses are taught partially in the classroom and partially online.

Online students will be expected to participate in asynchronous and synchronous activities. Asynchronous learning requires students to log into the course management system (CMS) to complete assignments by specific deadlines. Synchronous learning occurs in real time, as with chatrooms, telephone discussions, or video conferences. Thus, courses are scheduled with specific meeting times to permit participation in synchronous learning.

Texas College uses the JlCS/e-Racer course management system, and students must login on the home page at www.texascollege.edu. For step-by-step instructions, visit this link for accessing online classes.

MINIMUM TECHNOLOGY REQUIREMENTS FOR ONLINE LEARNING

HARDWARE
IBM compatible PC with Pentium Il 500 MHz and above, with operating system higher than Windows 98 or MAC Power PC, G3 233 MHz machines or better, with OS 9 or higher Sound card with speakers or headphones

INTERNET AND BROWSERS

Dependable high-speed connection (cable or DSL)
Chrome, Firefox, or Microsoft Internet Explorer 7 or later.

Note: *JavaScript and Cookies must be enabled on your browser. Pop-ups must be allowed for some sites.*

SOFTWARE REQUIREMENTS

Microsoft Office products are provided to all students and faculty at no extra charge. Check with your instructor on course software requirements before downloading any programs.

Your course may require special (free) plug-ins to access streaming media, PDF files, or other web components. If this is the case, you will learn more about these special requirements from the instructor.

Students may also have to purchase a lab code for some courses to access additional course material (i.e. SNAP, My Math Lab, etc.) Antivirus software is highly recommended.

RIGHT TO PRIVACY POLICY

Distance Education Policy and Procedure for Protecting Student Privacy

Texas College ensures the privacy of students enrolled in a distance education program(s) of study, courses, and virtual program offerings are protected. Also be advised that:

- To protect the privacy of student records, Texas College has a passcode protected process administered by the Office of Enrollment Management. No information will be provided without a passcode.

- Each new term of enrollment the student is responsible for securing and completing the Student Authorization to Release Information form; this is provided by the Office of Enrollment Management.

- Only individuals listed on the completed clearance authorization form will be granted access to your records by using the passcode that you share with them.

- Only essential student information necessary for academic administration and course delivery will be collected.

- All student data, including personal, academic, and financial information, will be stored in secure, encrypted systems with restricted access.

- Jenzabar Internet Campus Solution (JICS), a component of the Learning Management Systems (LMS) platforms, will be maintained with current security protocols to safeguard against unauthorized access and data breaches.

- Students will have the right to access their educational records and request corrections to inaccurate information.

- The privacy of distance education students and all student records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). The College will ensure that compliance with all FERPA guidelines and any provider will be obligated to meet FERPA guidelines as well.

If there are questions regarding your right to privacy, you may contact the Dean of Enrollment Management, at (903) 593-8311, ext. 2221.

USING THE BIOSIG-ID AUTHENTICATION PROCESS AT TEXAS COLLEGE

BioSig is an identity verification system that is used by Texas College to meet federal government and academic accreditation requirements. These rules require that we verify the identity of students who are taking classes. It helps prevent intruders who may use stolen identity information, commit financial aid fraud, or take advantage of the system by cheating, which devalues the academic process.

The Process of Authenticating Identity

During enrollment at Texas College, when students log into the JICS Learning Management System they will encounter the BioSig-ID software. The operation of the program is similar to a fingerprint sensor used to unlock a smartphone. However, instead of using a fingerprint to "prove' the identity of a student, BioSig-ID identifies the person with a 4-character passcode that can be drawn with a mouse or touchpad.

- The 4-character passcode can be numbers or letters that will be drawn with a mouse, stylus, or

finger, similar to the way a person would sign their name for example on an electronic credit card machine.
- The unique drawing patterns eliminate impostor login and sharing of passwords to prevent fraud and cheating.

Once the process has been completed, students will be required to re-enter the passcode at various points throughout the courses.

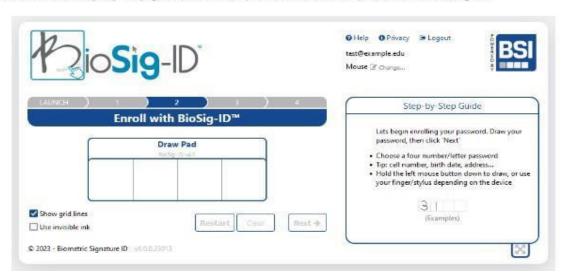**Enrollment into the BioSig-ID system has two parts:**

- First, students will be asked to create a BioSig-ID passcode consisting of four letters or numbers that are drawn with a mouse, or on a touchpad, or on a touch screen (see illustrations below). Next, students will create a backup Click-ID password and enter the new passcode several times to validate it.

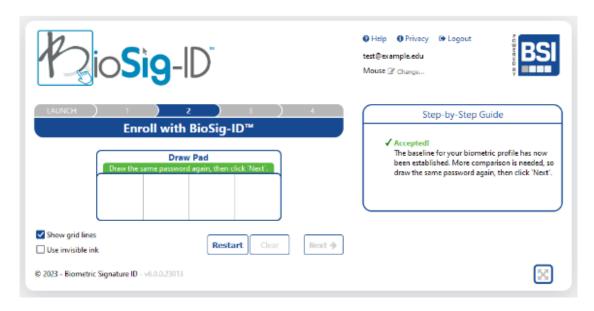1. Inside your course, launch the enrollment process for BioSig-ID™ to get to this screen

2. Select the device that will be used

Enroll a new device:

| Mouse | Stylus | TouchPad | TouchScreen |

3. Follow the step-by-step guide, and write your four character password for BioSig-ID™

4. The first password is always accepted. Now write your password again as close as possible. Remember. It's not what your password looks like that matters, but how you write it.

Students can expect to experience the following:

- The first-time students access protected assignments, they will be asked to register and enroll in the software by creating two passwords.
    - One will be drawn
    - The second password will be based on clicks on a keyboard on your screen.
- Students will be required to recreate these passwords before certain assignments in the JICS LMS throughout the course.
- Students will recognize these assignments identified as "Protected by BioSig" next to the assignment or examination in the JICS Learning Management System.
- It is important to remember the passwords created within this new system because students will use the same passwords for all Texas College courses.
- We suggest students take a screenshot or use another method to remember the two passwords created.

Important: Students will not be able to access your assignments without these two passwords.

TIP #1: Choose something simple like your birthdate, phone number, or the first four letters of your name. What's important about your passcode is the way you write it, not that it is hard to guess.
TIP #2: Pay attention to how you draw your passcode. If you use three strokes to draw a letter the first time, and then two strokes to write the letter the next time, it will NOT match, and you will be required to start over.

You may also visit the Help Site for Biometric: https://help.biosig-id.com/portal/en/kb/biosigid

Please let us know if you need help by emailing: **support@texascollege.edu**

ONLINE ENROLLMENT PROCESS

ADMISSIONS

Admissions information is provided on the Texas College website, and your application and fees can be submitted online. A complete list of required documentation can be found on the *Admissions Start Page.*

After your application is submitted and transcripts are reviewed, you will receive a notice of acceptance allowing you to begin the enrollment process.

FINANCIAL AID

All students interested in federal financial aid must file the Free Application for Federal Student Aid (FAFSA). The form can be obtained through high school counselors, libraries, or any college, university, or career school. Students can file either the paper FAFSA (Texas College code: 003638) or file on-line at www.fafsa.ed.gov. Texas College recommends that students file on-line. Filing online and transmitting the FAFSA electronically expedites the financial aid process by weeks. Returning students can file a FAFSA Renewal Application if they filed a FAFSA last year. Students need to check with the Financial Aid Office for the priority deadline date(s).

ADVISING AND REGISTRATION

ONLINE ORIENTATION

Online orientation is available for all students. The orientation course will guide students through course navigation, library usage, tutorials, and other services. Students must complete learning modules to demonstrate an understanding of online learning processes at Texas College before they are enrolled in their courses.

An advisor will contact new applicants to complete the registration process for online courses. Registration will be handled totally online with written documentation to confirm all Add/Drop and withdrawal processes.

For additional information contact: academicaffairs@texascollege.edu.

ONLINE REGISTRATION PROCESS

<u>NEW STUDENTS</u>

STEP I   Admissions - All new students must clear the Admission Office

STEP Il   Financial Aid (Award Letter)

STEP III   Advising (Registration for classes)

STEP IV   Business Office (Billing and Assessment)

<u>RETURNING STUDENTS</u>

STEP I   Financial Aid (Award Letter)

STEP II   Business Office (Billing and Assessment)

****
A student becomes officially enrolled in a class by completing the registration process. A student is officially enrolled after clearing the Office of Business.

<u>LATE REGISTRATION</u>

Late registration begins at the official start of classes. Students may continue to register for classes during the late registration period. Students cannot register for classes after the last day for late registration without the approval of the Vice President of Academic Affairs. Students may be charged a late registration fee.

COURSE LOAD AND WITHDRAWALS

<u>COURSE LOAD</u>

A minimum of twelve (12) and a maximum of eighteen (18) semester hours of class and laboratory work constitute a normal course load during a semester. Students who enroll in more than 18 hours per semester will be charged an overload fee. Students enrolling for twelve (12) semester hours or more are classified as full-time students. Students enrolling in less than twelve (12) semester hours are classified, as part-time students The Vice Presidents must approve all course load over 18 semester hours.

<u>WITHDRAWAL FROM A COURSE</u>

Students who wish to withdraw from a course must obtain a "Course Withdrawal Form" (Online) Once the form is completed, The Office of the Registrar, will complete the withdrawal process. A final grade of "W" is an indication that the student has officially withdrawn from the course. Please

note that ceasing to attend class does not constitute a withdrawal from the course. Students who do not complete the proper withdrawal procedures will receive a grade of "F" for the course.

<u>WITHDRAWAL FROM THE COLLEGE</u>

Students, who wish to withdraw from the College, must obtain the "Withdrawal from College" (Online) Office of the Registrar will process he form. Properly following this procedure will result in a grade of "W" for each class. Students failing to withdraw from the College will receive the grade earned for the course(s). Note that there is no opportunity to appeal the grade of "W."

Accessibility and Disability Services

Texas College is committed to providing all students equal access to our courses and programs. In accordance with the American Disabilities Act, distance education courses, materials, and resources must be accessible to students with disabilities. Contact Dr. Jan Duncan, Vice President for Academic Affairs at <u>academicaffairs@texascollege.edu</u> for more information.

LIBRARY SERVICES

The library provides access to electronic books, videos, and tutorials. It provides access to over 40,000 online books through EBSCOhost e-books. The books are linked on the library website. The books are available 24/7 with a password account. For additional support, contact <u>Ask the Librarian</u>.

FREQUENTLY ASKED QUESTIONS

<u>COURSE ISSUES</u>
You should contact your instructor when:

You have questions or need clarification regarding your assignments or grades.

You would like to verify your instructor's policy for submitting an assignment after the assigned date. Locate your Course Syllabus for your instructor's contact information.

<u>TECHNOLOGY ISSUES</u>
The Information Technology (IT) department provides technical support for students and faculty. The IT department is in charge of providing support for students particularly giving the username and passwords, navigation of how to access their courses online. This service is provided to Business Administration Program students and faculty. The JICS system maintains full security and confidentiality of students' information and data.

If you experience difficulty with logging into the JlCS/e-Racer course management system or accessing your email account, you should contact: helpdesk@texascollege.edu .

ONLINE RESOURCES

Online Public Access Catalog (OPAC) is the provider of direct access to our automated library system, COSMOS. Upon entering the library you may access our holdings using the OPAC computers located to your right. Interlibrary Loan (ILL) the interlibrary loan (ILL) services are available to all users of the library.

Interlibrary loan (ILL) provides a borrowing service of books or copies of library resources that are not housed in the Dominion Robert Glass Library collection.

Information Technology Services is the provider of direct Internet and E-mail services by accessing the computers located in the Information Technology area of the library. Computers are made available with word processing capabilities using Microsoft Office.

Library Orientation/Tours are designed to instruct patrons on how to access and use the library collections and equipment effectively. This orientation is available to groups upon request.

Online Library resources include:

- JSTOR
- Texshare
- Student Support Services
- Ebrary (academic)
- Gale Virtual Library
- Infotrac
- Global Road Warrior
- African American Newspapers 1827-1998
- Black Authors, Imprints from the LCP (1556-1922)

PHYSICAL RESOURCES

Facilities

Texas College campus is located on 25 acres. The Physical Plant is adequate to serve the college's programs and mission. Main buildings located on campus include the following:

Moody Science- Business Center

This is a 32,369 square foot two-story brick structure which serves as the main educational building, housing classrooms (including a 96-seat lecture auditorium); computer, and biology laboratories. It was constructed in 1971. It is continuously renovated and maintained. The Business Program is hosted in this building. Other buildings that are utilized by the business program include: Willie Lee Glass Community Development Services Center, Band Hall (two buildings:

Music Building. Glass Library, Student Union/Cafeteria, Gus Taylor Gymnasium
Athletic Field House, Carter Hall, Fair Hall, Daniel Hall, Rose Annex
Southwest Pines Facilities. Martin Hall, and McKinney Hall.

To insure all facilities are maintained, the college has a Preventive Maintenance Schedule in place that sets forth the concept for effective maintenance.

STUDENT SUPPORT SERVICES

Student Support Services includes a variety of electronic media and computer laboratories equipped to enhance learning opportunities in keeping with the College's Mission. Students and faculty have access to library references and resources through search tools like the Library of Texas online. Through TexShare, a consortium shared database, students can read e-books (electronic copies of books) 24 hours a day. TexShare also provides Interlibrary Loans. Through this service patrons have access to items located at other college libraries. Library services include instruction in the form of orientations, information literacy, and bibliographic instruction, giving students a broad range of materials and services thus increasing their potential for becoming lifelong independent learners.

Student Affairs is a viable component of student life with the success of every Texas College student being the first priority of the Office of Student Affairs. Inherent in this belief is the commitment to treat all students with dignity and respect. In addition, services, programs, and activities will be delivered in a climate where everyone is treated in a courteous, professional manner. It is the responsibility of Student Affairs and all offices to cultivate in Texas College students an understanding of community which impacts all through a strong sense of civic responsibilities.

Texas College's website lists a detailed overview of student support services provided by both Students Affairs and Academic Affairs. You can find information related to:

Student Support Services (SSS). Student Support Services provides remedial and academic support that assists with retention and development towards academic enrichment. The SSS offers assessments in reading, writing and mathematics for determining where assistance may be needed.

Career Services. Career Services is a resource support that aids students' professional development in becoming productive citizens where they live and work. Career Services organizes career fairs and establishes relationships with employers on behalf of students. Services include campus interviews with potential employers; job listings of employment opportunities; a career information library; career counseling of undergraduates; referral to part-time and summer jobs when available; referral of graduating seniors and alumni to full-time positions, graduate schools and internships; interviewing skills preparation; and resume writing workshops.

Library Services: The D.R. Glass Library provides services and supports that promote student learning and personal/professional development. Library Services supports the mission of the college by providing academic and learning resources that build intellectual growth. Library Services through the use of databases introduces students to subject area information and content knowledge of the academic programs. The use of databases also promotes student's skill development and research skills by holding them accountable to navigate subject matter content through online research. And, Library Services enhances student learning by serving as a support and supplement to the teaching-learning process. This is achieved by helping students to become independent of classroom instruction through outside course assignments conducted individually or in group settings. To this end, support services embrace instruction on how to use a variety of electronic media; Library of Congress Cataloging system, computer labs; on-line data bases; introduction to the TexShare interlibrary loan process; orientation to information literacy; bibliographic instruction; orientation to archival access; e-books; and e-tools.

Registration. Directions for the registration process are provided by the Office of the Registrar. In consultation with the appropriate advisor, a class schedule is prepared followed by the completion of the official registration form. A student becomes officially enrolled in a class by completing the registration process. A student is officially enrolled once they have cleared the Office of Business and Finance and have secured an official Texas College ID Card.

Academic Advisement. Upon initial enrollment, every student is encouraged to declare a major at which time an academic advisor is assigned prior to the beginning of classes. The academic advisor provides the student with a degree plan and assists the student in course selections and degree audits. The academic advisor will guide students through their chosen degree plan to graduation.

ADVISING ISSUES – (FREQUENTLY ASKED QUESTIONS)

You should contact your academic advisor when:

You have questions regarding your schedule or your degree progress.

You would like to make changes to your course schedule.

To locate your advisor, contact advisingsupport@texascollege.edu, or you may contact the Division Chair for your major:

Division of Business and Social Sciences: (For Majors in Business Administration, Criminal Justice, Social Work, and Sociology)
Dr. Ali: hali@texascollege.edu

Division of Education:
Dr. Ajanga: aajanga@texascollege.edu

Division of General Studies and Humanities: (For Majors in English, Religion, Liberal Studies, and Music)
Dr. Cindy Johnson: cjohnson@texascollege.edu

Division of Natural & Computational Sciences: (For Majors in Biology, Mathematics, and Computer Science)
Dr. Mamta Gupta: mgupta@texascollege.edu

Office of the Registrar:
Mr. John Roberts: registrar2@texascollege.edu

For other concerns or special problems, please contact complaints@texascollege.edu

INSTRUCTIONAL METHOD

The Business Administration Program observes online, and *remote synchronous instruction* defined as a two-way, real-time/live, virtual instruction between instructors and students when students are not on campus.

In this method, the required amount of instructional time related to courses will be scheduled each day, and communication is generated when attendance is recorded daily at a locally selected time utilizing Bio Signature Software. Synchronous instruction is provided through a computer or other electronic device or over the phone. The instructional method will address the course and degree program requirements. If a student who is originally scheduled to receive instruction through the on-campus or synchronous instructional method is not present at the designated official attendance time, the student will not be considered present for the day by engaging through the remote synchronous method.

In the remote synchronous instructional method, student engagement is measured daily, and attendance is assigned based on the student's completion of that day's course engagement measure. Students who do not complete the daily measure of engagement will be counted absent for that day, and that absence cannot be changed to remote synchronous present if the student completes the engagement measure on a later date.

Attendance is measured as synchronous interaction for scheduled courses. Attendance depends on the **active participation of students**. Students are expected to attend online sessions just as they would in a face-to-face classroom, by avoiding non-course related activities. We encourage appropriate lighting, which promotes better engagement when the video feature of Zoom is in use.

For all online classes all course material and requirements are posted on the course portal. The course portal consists of several units including updated syllabus, Main Page, Course Information, Coursework, Gradebook, Collaboration, and Attendance. Every student in the online line classes must enroll in the BioSig Validation. Every class assignment has a BioSig validation that must be completed by the student. Students will not have access to the assignment until they complete the BioSig validation. Students and faculty frequently communicate through Forum Discussion and Chat.

CLASS ATTENDANCE POLICY

Online Students at Texas College must fully commit themselves to their program of study. One hundred percent (100%) punctual class performance is expected of all candidates in scheduled classes and activities. Students are expected to do their assignments and exams in accordance to established deadlines posted on the course portal. Students must enroll in the BioSig Validation process posted on the course portal.

Instructors keep attendance records and any absence for which a candidate does not provide written official excuse for missing assignments deadlines or not participating in discussion boards or faculty students' interactions.

Students may be officially excused from class for attendance at college approved functions, provided the sponsor executes a Student Affairs Leave Form. Such excuses shall be accepted by

the supervisor. Students may also be officially excused by the instructor of the course, Department Chair, or the Vice President for Academic Affairs for certain campus activities. Students must submit written documentation to Student Affairs to obtain official excuses for absences due to illness or other emergency situations.

Students who willfully and consistently miss assignments deadlines face serious consequences. Subsequently, the Instructor shall report the absence to the Department Chairs. The Chair or designee will counsel with the students and in concert with the instructor, may require the student to complete complementary course assignments. If a student does not respond well to the counselor with the assignments, the instructor may impose a grade penalty on the student. Unexcused absences may lead to a failing grade for the course.

ACADEMIC HONESTY

Texas College believes that strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to maintain personal integrity in academic matters and not to contribute or condone the dishonesty of others. Scholastic dishonesty—which includes any form of plagiarism, cheating, falsification of records, and collusion with others to defraud—is improper and will not be tolerated. Texas College reserves the right to apply disciplinary actions including loss of credit, suspension, and dismissal to a student who has been judged guilty of scholastic dishonesty. Students who let others do their work online is considered a form of Plagiarism.

The Texas College Catalog describes academic dishonesty in the following manner:
...an act or attempted act of giving or obtaining aid and/or information by illicit means in meeting any academic requirements, including examinations. It also includes any form of cheating, plagiarism, falsification of records and/or collusion.

PLAGIARISM

Texas College believes that strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to maintain personal integrity in academic matters and not to contribute or condone the dishonesty of others. Scholastic dishonesty (which includes any form of plagiarism, cheating, falsification of records, and collusion with others to defraud) is improper and will not be tolerated. Texas College reserves the right to apply disciplinary actions to a student who has committed scholastic dishonesty. For further information regarding plagiarism, see the *Texas College Handbook posted on the college homepage* (p. 33).

DIVISION OF BUSINESS AND SOCIAL SCIENCES

The Division of Business and Social Sciences consist of Business Administration, Criminal Justice, Social Work, and Sociology. To earn the bachelor's degree, students must complete the required hours in the general education core the institutional course requirements, and the content (major program) area requirements.

The Division of Business and Social Sciences prepares students in the respective majors by offering a compilation of courses that provide an understanding of the content and the foundational principles of the subject matter. Each major is mission driven in that they ensure a balanced intellectual preparation that assist students with being prepared as productive citizens in their chosen fields of study.

All students aspiring to become candidates for a major in the Division of Business and Social Sciences must complete a maximum of 44 semester hours of general education courses and 15 hours of institutional requirements. The prerequisite courses and requirements are listed.

The mission of the business program is educating the whole individual. We strive toward a balanced intellectual approach in teaching character, values, and technical knowledge and skill in the various disciplines of Business Administration. We aim at enabling our business students to be value-productive and more marketable in their pursuits.

To achieve its mission, the Business Program aims to create the appropriate and productive classroom environment, rigorous assignments, benchmarks, and success plans. Faculty members in the business program will act as mentors and advisors to students. Additionally, Business students will be involved in overall students' activities, academic clubs. Faculty members will provide instruction within the contents of student's reality. Furthermore, business students will be equipped spiritually. They are required to attend weekly college assembly; they are required to take Survey of the Bible as a general education requirement; they will also participate in the Religious Emphasis week.

Center of Excellence: The Business Program obtained membership with the National Society of Leadership and Success. This membership will enhance students' real life experience. Students will get a leadership certificate after they go through a rigorous workshop and a series of leadership activities. In order to prepare business students for the real world, the business program at Texas College like many other business schools and programs strives to achieve the following business competencies in order to accomplish program learning outcomes:

1. Outline the basic principles of organizational management, organizational theories, and organizational models

2. Understand the marketing process, and learn about the changing marketing environment, including various advertising media

3. Describe the role of accounting and financial management in business organizations

4. Outline the financial planning process and explain why firms need operating funds.

5. Describe the role of securities markets and of investment bankers; compare the advantages and disadvantages of equity financing and debt financing; describe how the Federal Reserve (FR) controls the money supply.

In order to meet the skills needed in today's business environment, the business program seeks the following outcomes:

1. Business Program Completers will be able to demonstrate knowledge and Application of business Administration competencies including planning and decision making, business communication, ,leadership, business ethics, organizational behavior, technical and critical thinking skills.

2. Program Completers will be able to demonstrate a knowledge of utilizing the Financial Statements, using ratio analysis for determining liquidity, profitability, and long-term solvency.

GENERAL EDUCATION COURSES

GENERAL EDUCATION COURSES		
AREA, COURSE CODE AND NUMBER	**COURSE NAME**	**CREDIT HOURS**
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or THTR 1301	Art Appreciation or Introduction to Music or Introduction to Theater	3
RELI 1311	Survey of the Bible	3
HLTH 2281	Essential Elements of Health	2
PHED	Any Activity (1) hour Course	1
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2302	World Literature to 1660	3
BIOL 1471	General Biology I	4
PHYS 1405	Introduction to Physical Science	4
HIST 1301	History of the U.S. to 1865	3
HIST 1302	History of the U.S. since 1865	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	U.S. National Government	3
Total		44
INSTITUTIONAL REQUIREMENTS		
ASEM 1100	College Assembly	4
SOCI 1100	First Year Seminar	1
SOCI 2100	Second Year Seminar	1
ELECTIVES		9
Total		15
TOTAL		**59**

BUSINESS ADMINISTRATION PROGRAM

The major of Business Administration provides an understanding of how to manage a business so that it remains stable for the opportunity of growth. Students are introduced to decision making techniques along with strategies for understanding and preparing for business operations. The compilation of courses in business have content that include management, accounting, marketing, finance, business law and economics, all assist with the foundational understanding of the major.

Additionally, the College also offers the *Business Administration* program fully online through distance education with options for hybrid and face-to-face course modalities. The program aligns with the college's mission to support life-long learning through flexible course options. The business program prepares students for employment demands in business and financial operations. Following is the Degree Plan for the major in Business Administration.

We recognize the unique challenges and opportunities in distance learning and are committed to providing you with a secure and enriching educational experience. To maintain the integrity of our academic programs, we have put in place various measures to verify and authenticate the identity of each student throughout the course.

The Registrar's Office has instituted the following measures to ensure that the student who registers actively participates, completes the course or program, and receives credit. Listed below are key essentials for online learning actions taken to achieve the goal:

- Every student is provided with unique login credentials for accessing the online learning platform. It is crucial to handle these credentials confidentially and avoid sharing them.

- We have incorporated BIO-SIG multi-factor authentication to add an extra layer of security to your account, ensuring that only authorized individuals can access course materials and assessments.

- Under certain circumstances, we may utilize identity verification protocols, like video conferencing or remote proctoring, to verify that the enrolled student actively engages in assessments.

- We support open communication. If you have any issues with your login credentials or have concerns about your participation's authenticity, please contact the Office of the Registrar promptly.

By taking these steps, we aim to create a learning environment where your accomplishments truly highlights your knowledge and commitment. Academic integrity benefits not only individual students but also enhances the credibility and reputation of our distance learning program. If you have any questions or require further clarification on our distance learning process, please do not hesitate to contact the Office of the Registrar.

BUSINESS ADMINISTRATION DEGREE PLAN

BUSINESS ADMINISTRATION DEGREE PLAN		
AREA, COURSE CODE AND NUMBER	**COURSE NAME**	**CREDIT HOURS**
General Education Core Requirements	See Separate Degree Plan	44
Institutional Requirements	See Separate Degree Plan	15
Support Courses for Business		6
Business Core Courses for Major		60
GBUS 2301	Introduction to Business	3
GBUS 2302	Principles of Management	3
GBUS 2303	Principles of Accounting I	3
GBUS 2304	Principles of Accounting II	3
GBUS 3312	International Business	3
GBUS 3314	Business Communications	3
GBUS 3315	Principles of Marketing	3
GBUS 3316	Human Resources Management	3
GBUS 3317	Principles of Finance	3
GBUS 3318	Organization Theory and Behavior	3
GBUS 3320	Organizational Ethics	3
GBUS 3322	Money and Banking	3
GBUS 4310	Entrepreneurship	3
GBUS 4311	Business Law	3
GBUS 4313	Leading in Organizations	3
GBUS 4314	Strategic Management	3
GBUS 4316	Labor-Management Relations	3
GBUS 4322	Production and Operations Management	3
GBUS 4323	Business Internship	3
GBUS 4324	Special Topics in Business	3
Support Courses for Business		
ECON 2302	Principles of Economics	3
MATH 1342	Statistics	3
TOTAL		**125**

BUISNESS ADMINISTRATION COURSE DESCRIPTIONS

GBUS 2301 – Introduction to Business (3 credit hours). This course presents a general overview covering the economic foundations of business and the capitalistic system. Emphasis will be placed on the functional areas of management, human resources, management information systems, international business, marketing, production/operations management, financial management, and accounting.

GBUS 2302 – Principles of Management (3 credit hours). This course introduces students to the principles of human and organizational behavior. Topics covered include management and leadership theories, management functions, organizational structure, human resources, management information systems, production and the control function, organizational communication, business ethics and social responsibilities, and other related subjects. Prerequisite: GBUS 2301.

GBUS 2303 – Principles of Accounting I (3 credit hours). This course offers a study of the fundamental principles of accounting as they apply to the modern business practices including concepts of debit and credit, general journals and ledgers, sales, purchases, inventory, and other topics.

GBUS 2304 – Principles of Accounting II (3 credit hours). A continuation of GBUS 2303. This course will continue discussion of basic terminology, concepts, and procedures of accounting. Emphasis will be placed on accounting for partnerships and corporations. Other topics include cash flow statements, financial statement analysis, managerial accounting concepts, cost accounting, budgeting, and introduction to personal income taxation. Laboratory problems and practice sets will be used to apply theory presented in daily lectures.

GBUS 3312 – International Business (3 credit hours). A study of management processes and practices in multinational business organizations, overseas markets, and economic interdependence. Prerequisite: GBUS 2301.

GBUS 3312 – International Business (3 credit hours). This course prepares students to global principles to conduct and manage business globally. Topics covered include Globalization; Cultural environment; political systems; economic environment; International trade theories; government influence on trade; Regional and International trade agreement; and other topics. Prerequisite: GBUS 2301.

GBUS 3314 – Business Communications (3 credit hours). This course emphasizes communication theory, principles of business communication, message development, business-like research, report writing, and delivery/presentation of business information, and international business communication.

GBUS 3314 – Business Communications (3 credit hours). This course introduces students to the role and importance of communication in business and professional organization. Subjects explored include, but not limited to: the nature of communication; the communication model; multi- cultural communication; written, verbal, and nonverbal communication; and presentation

and interviewing skills.

GBUS 3315 – Principles of Marketing (3 credit hours). A general course dealing with functions, commodities, and agents involved in marketing of goods and services.

GBUS 3316 – Human Resource Management (3 credit hours). This course introduces human resources management roles within the context of the total organizational function and discusses the traditional human resources management functions of recruitment, training, labor relations, human resources planning, and compensation/benefits management. It includes a study of some of the contemporary issues of ethics, drugs, and AIDS in the work place, sexual harassment, and international labor mobility in the dynamic and changing world of business. Prerequisites: GBUS 2301 and GBUS 2302.

GBUS 3317 – Principles of Finance (3 credit hours). An examination of the principles of financing capital and securities for business organizations. Prerequisites: GBUS 2304

GBUS 3317 –Financial Management (3 credit hours). An examination of the principles of financing capital and securities for business organizations. Prerequisites: GBUS 2304

GBUS 3318 – Organizational Theory and Behavior (3 credit hours). Introduces students to the theories of individual/human behavior in organizations. Topics includes: values, attitudes, personality, perception, motivation, group dynamics, communications, organizational structure, leadership, control, power, politics, organizational culture, change and development. Cases, lectures and experiential exercises will be used. Prerequisites: GBUS 2302.

GBUS 3320 – Organizational Ethics (3 credit hours). The examination of ethical theories and their application to business and managerial decision-making in the organizational environment; social responsibility, ethical dilemmas and their impact on decisions affecting different stakeholders. Sources of moral values, moral development and coping skills to deal with ethical conflicts between personal and organizational values. Prerequisites: GBUS 2301 and GBUS 2302.

GBUS 3322 – Money and Banking (3 credit hours). A study of the fundamental theories of money, banking, and investment. Topics includes: economic role of the banking system and financial institutions, Federal Reserve System and monetary policy, and instruments of international finance.

GBUS 4310 – Entrepreneurship (3 credit hours). Concepts and practices underlying small business entrepreneurship covering the role, pitfalls, potentials and growing importance of small business. Students will be exposed to concepts dealing with the development of entrepreneurial skills and behavior; they will also be required to identify a business of their preference, and prepare a comprehensive business plan. Case analysis and lectures will be used. Prerequisites: 3 hours of Economics and GBUS 2303 or by permission of the instructor.

GBUS 4311 – Business Law (3 credit hours). A comprehensive presentation of law as a discipline, especially as it applies to business. It also emphasizes the societal or public law that

forms the general background for individual business transactions.

GBUS 4313 – Leading in Organizations (3 credit hours). Introduces students to leadership concepts with emphasis on strategic leadership and development. Key leadership skills will be explored, including communication and conflict resolution, business/professional ethics and social responsibility, team building, and change management. Lectures, case studies and experiential learning/simulation exercises will be used to emphasize management development skills.

GBUS 4314 – Strategic Management (3 credit hours). Enterprise management integrating the functional areas of business problems and applying the principles to complex problems at the executive level are presented. The case method is used extensively. Prerequisite: Completion of current enrollment in all 3000 level business core courses.

GBUS 4316 – Labor Management Relations (3 credit hours). Overview of labor law, rights of employers and unions in organizing and bargaining, grievance process, arbitration, negotiation, and conflict management strategies and tactics in the dynamic business environment.

GBUS 4322 – Production Operations Management (3 credit hours). The integration of the managerial functions of planning, organizing, directing, and controlling the processes of resource conversion into goods and services. Topics includes: forecasting, planning, facilities location and layout, job design, inventory control, and quality control. Prerequisites: GBUS 2302.

GBUS 4323 – Business Internship (3 credit hours). The student will receive supervised experience in performing duties in an actual business environment with emphasis on observing the management decision making process involved in the conversion of resources into the sales of goods and/or services. Prerequisite: Junior/Senior standing or consent of instructor.

GBUS 4324 – Special Topics in Business (3 credit hours). A course to be utilized for seminars and special lectures in topics not offered in the catalog. Topics may include any area in the field of economic study. This course may be taken more than one time when the topics are different. Prerequisites: junior or senior standing and consent of instructor.

ECON 2302 – Principles of Economics (3 credit hours). This course is an introductory course to economic concepts and theories. This course is divided into two major components. The first component is Macroeconomics which covers a description of the economy as a whole such as employment, Gross Domestic Product, Consumer Price Index. The second component is Microeconomics which describes the interactions between individuals and organizations in the marketplace, and addresses concepts and analysis such as supply and demand, theories of the firm, competition and monopoly and welfare economics.

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