



# BT-100 Business Concepts

Jennifer Younger  
 FORT HAYS TECH | NORTH CENTRAL

## COURSE INFORMATION

This course is designed to cover issues relating to the economic environment and how modern business affects both customers and businesses. Students will be exposed to the many functions of business including a multitude of career fields such as management, marketing, ethics, social responsibility and the human resource side of running a business.

Instructional Level: Certificate/Degree

Credits: 3

## CLASS INFORMATION

Section Number: BT100LECTFO1

Term: Summer Year: 2026 Start Date: 6/1/2026 End Date: 7/31/2026

Delivery Mode: Online

## INSTRUCTOR

Jennifer Younger

Email: [jyounger@fhtechnnc.edu](mailto:jyounger@fhtechnnc.edu)

Office Phone: (785) 623-6158

Office Location: Instructor's office is located inside the Dreiling building, classroom D - North East Corner

Office Hours:

Instructor's office hours are posted on instructor's office door or by appointment.

***Email is the best way to reach me for questions or to schedule an appointment.***

### Fall Semester

Monday	Tuesday	Wednesday	Thursday	Friday
10:30 AM – 11:30 AM	1:30 PM – 2:30 PM	10:30 AM – 11:30 AM	2:30 PM - 3:30 PM	10:30 AM – 11:30 AM
<b>Also available by appointment on Monday/Wednesday/Friday from 8:00 AM - 11:30 AM</b>				

### Spring Semester

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30 AM 3:00 - 3:30 PM	8:00 - 8:30 AM 3:00 - 3:30 PM	8:00 - 8:30 AM 3:00 - 3:30 PM	8:00 - 8:30 AM 3:00 - 3:30 PM	8:00 - 8:30 AM 9:30 - 10:00 AM
<b>Also available by appointment</b>				

## TEXTBOOKS

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### Cengage Unlimited, 1 term (4 Month) Printed Access Card

By Cengage Unlimited

ISBN: 9780357700037 Edition: 1st

Type: Subscription

Pub. Date: 3/8/2018

Publisher: Cengage

### Cengage Unlimited, Multi-term 12 Months Subscription

By Cengage Unlimited

ISBN: 9780357700044

Edition: 1st

Type: Subscription

Pub. Date: 6/22/2018

Publisher: Cengage

### Foundations of Business 7e by Pride, Hughes, Kapoor.

Cengage includes an option for a printed rental book for approximately \$12.



## SYSTEM REQUIREMENTS

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[MindTap Student Help](#) Cengage web-based learning platforms require broadband internet access and supported web browsers and plugins.

**Supported Browsers** Supported browsers for different activity types may vary. If you are using SAM in MindTap, see [SAM in MindTap System Requirements](#).

#### Windows®

- Chrome™ 122 and 123
- Firefox® 123
- Edge 121 and 122

#### macOS™

- Chrome 122 and 123
- Safari® 16 and 17

#### Chrome OS™

- Chrome 122 and 123

#### iOS Safari 17 (iPad only)

Other browsers and versions than those listed might also work, but are not supported. If you have problems when using an unsupported browser version, try using a supported browser version before contacting Customer Support.

#### Workstation Recommendations

1. Download bandwidth: 5+ Mbps
2. RAM: 2+ GB
3. CPU: 1.8+ GHz / multi-core
4. Display: 1366 × 768, color
5. Graphics: DirectX, 64+ MB
6. Sound (for some content)

## SUPPLIES

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- Microsoft Office software (free through the college)
- Textbook with an online access code is mandatory
- Computer (PC, Chromebook, Mac) with high-speed internet access.
  - Tablet and cell phone are not compatible.
- Google Chrome is the preferred browser
- Ability to check college email address daily.

## PROGRAM OUTCOMES

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Demonstrate the technical skills for entry-level employment.

Measure professionalism to model attendance and appearance in entry-level positions.

Apply the basic practices and principles involved in modern business.

## COURSE COMPETENCIES

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1. Identify and define Accounting and Finance from academic and professional perspectives
2. Identify and define Marketing from academic and professional perspectives
3. Identify and define Management and Leadership from academic and professional perspectives
4. Identify and define Information Systems from academic and professional perspectives
5. Identify and define Entrepreneurship from academic and professional perspectives
6. Identify and define Economics from academic and professional perspectives
7. Identify and define International Business from academic and professional perspectives
8. Identify and define Supply Chain/Operations Management from academic and professional perspective
9. Identify the role of ethics and social responsibility in business

## GRADING INFORMATION

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### Fort Hays Tech | North Central Grading Scale:

- A 100% -90%
- B 89% - 80%
- C 79% - 70%
- D 69% - 60%
- F 59% and below

### Instructor Weighted Grade Scale:

- 60% Assignments (MindTap, Blackboard, etc)
- 25% Chapter Quiz and Unit Assignments.
- 15% Discussion Board using Professionalism

## ACADEMIC HONESTY

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Membership in the Fort Hays Tech | North Central learning community imposes upon the student a variety of commitments, obligations, and responsibilities. It is the policy of this College to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors or other designated persons will select these sanctions consistent with the seriousness of the violation and related considerations.

Examples of academic dishonesty include but are not limited to:

- Plagiarism: i.e. taking someone else's intellectual work and presenting it as one's own. Each department set standards of attribution. Faculty will include disciplinary or class-specific definitions in course syllabi.
- Cheating is unacceptable in any form. Examples include consultation of books, library materials, notes or intentional observation of another student's test on paper or a computer screen; accessing another student's answers from an exam to be given or in progress; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.
- Falsification, forgery or alteration of any documents pertaining to assignments and examinations.
- The use of AI generated content from AI tools such as, but not limited to, ChatGPT, Dall-E, Co-Pilot, etc., is up to faculty discretion per course as stipulated within the course syllabus. Submitting AI generated work as your own, without attribution, will be considered academic dishonesty.
- In courses where the use of AI tools are not permitted as stipulated within the course syllabus, work submitted using AI will be considered academic dishonesty.
- Students who participate in, or assist with, cheating or plagiarism will also be in violation of this policy.

Classroom instructors and/or administrators will assess sanctions for violations of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but are not limited to any of the following:

1. verbal or written warning
2. lowering of grade for an assignment
3. lowering of term grade

Administrative sanctions may include but are not limited to either of the following

1. Suspension from the course, program, or College
2. Dismissal from the course, program, or College

## **FORT HAYS TECH | NORTH CENTRAL MISSION STATEMENT**

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Fort Hays Tech | North Central delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.

### Vision Statement

Fort Hays Tech | North Central is dedicated to being a leader in workforce development by maximizing value for students, employers and communities through educational excellence.

### Core Values

Achieving EXCELLENCE with INTEGRITY through

DEDICATION

INNOVATION

COLLABORATION

COMMUNICATION

## FORT HAYS TECH | NORTH CENTRAL NON-DISCRIMINATION POLICY

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To provide equal employment, advancement, and learning opportunities to all individuals, employment and student admission decisions at Fort Hays Tech | North Central will be based on merit and qualifications. Fort Hays Tech | North Central does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Fort Hays Tech | North Central's non-discrimination policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504, ADA, and impending regulations, is directed to the VP of Student and Instructional Services at (800) 658-4655, or [compliance@fhtechnnc.edu](mailto:compliance@fhtechnnc.edu), or PO Box 507, 3033 Hwy 24, Beloit, KS 67420.

## FORT HAYS TECH | NORTH CENTRAL TOBACCO USE POLICY

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The use of tobacco products in any form and/or electronic cigarettes is prohibited in, or within ten (10) feet of any building owned, leased, or rented by the College. Kansas Law established the minimum age of 21 to sell, purchase, or possess cigarettes, electronic cigarettes, or tobacco products. Underage use or possession of any of these products is prohibited on property owned, leased, or rented by the College.

## FORT HAYS TECH | NORTH CENTRAL WEAPONS POLICY

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Fort Hays Tech | North Central prohibits the possession and use of firearms, explosives, and other weapons on Fort Hays Tech | North Central property, with certain limited exceptions. Please refer to the Fort Hays Tech | North Central Student Handbook for the full policy.

## INCLEMENT WEATHER

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College campus dismissals and cancellations will be announced using the College Alert system. Local media will also be notified.

## OVERVIEW FOR STUDENTS WITH DISABILITIES

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Fort Hays Tech | North Central is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities. We are committed to providing reasonable accommodations in accordance with applicable state and federal laws including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. We strive to create a safe, respectful and inclusive environment and promote awareness, knowledge and self-advocacy.

Fort Hays Tech | North Central acknowledges that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities. When a student's disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, **keeping in mind that academic standards must be maintained.**

Services are provided through Student Accessibility Services (SAS) staff located in the Student Success Center, on the Beloit Campus, and in Student Services, on the Hays Campus.

- Director of Learning Services, may be reached at [1-785-738-9020](tel:1-785-738-9020); or by mail at [Fort Hays Tech | North Central, 3033 US Hwy 24, Beloit, KS 67420](#).

### ***Student Responsibilities***

Students requesting support services will need to register ("self-disclose" and complete Student Accessibility Services Intake and Consent Form), provide appropriate documentation (if available) including how the disability affects academic performance and suggested accommodations, and communicate with the Director of Learning Services as part of the interactive process to create an *Educational Accommodation Plan* that will notify Instructors of approved accommodations, services and/or auxiliary aids.

Students are encouraged to make timely and appropriate disclosures and requests, at least two weeks in advance of a course, program, or activity for which an accommodation is requested (or as soon as realistically possible) to allow adequate time for accommodation services to be set in place.

### ***Accommodations, Academic Support Services, or Auxiliary Aids***

Reasonable accommodations including academic support services and auxiliary aids are provided to allow students with disabilities an equal opportunity to participate in and benefit from our educational programs. Accommodations will be provided on a case-by-case basis determined by student request, documentation, intake interview, Educational Accommodation Plan team, and assessment of individual needs and course requirements.

#### **Reasonable testing accommodations may include, but are not limited to:**

- Extended testing time
- Reduced distraction testing environment
- Test reader and/or scribe
- Use of calculator

#### **Academic support services/auxiliary aids may include, but are not limited to:**

- Note-taking assistance (second set of notes, power point slides, or other visual aids provided)
- Sign Language Interpreter
- Preferential seating in the classroom
- Large print exams, handouts, signs, etc.
- Telecommunications devices
- Use of Assistive Technology

Accommodations may not fundamentally alter the nature of the program or activity, lower academic standards, present undue financial or administrative burden on the college, or pose a threat to others or public safety.

Additionally, some accommodations and services cannot be provided, such as personal devices or assistance with personal services.

Auxiliary aids may be available through a variety of sources available to individual students. The student may make a request in obtaining specialized support services from other resources such as Vocational Rehabilitation Services (VR), Recordings for the Blind, Kansas Talking Book Service, etc. For example, Vocational Rehabilitation may fund such items as transportation to the institution, tuition, textbooks, hearing aids, and other individually prescribed medical devices.

If at any time throughout the academic year, a student feels that the agreed upon accommodations are not being followed or that alternate accommodations need to be provided, the student should notify Student Accessibility Services (SAS) staff. Fort Hays Tech | North Central is committed to student success; however, we do not require students to use accommodations. The decision of when to utilize approved accommodations or services is up to the student. Integration, self-advocacy and individual responsibility are promoted and expected.

### ***Grievance Procedure***

Any student who believes he or she has been subjected to discrimination on the basis of disability or has been denied access or accommodations, shall have the right to invoke the Grievance Procedure.

Students are encouraged to first discuss their concerns with SAS. An attempt will be made to resolve the issue(s) causing concern by assisting the student in discussions with the person(s) involved. Most situations are positively resolved through this process. If the student does not feel the concern or complaint has been appropriately resolved, he or she should contact the [Vice President of Student and Instructional Services](#) at 1-800-658-4655 or [PO Box 507, 3033 US Hwy 24, Beloit, KS 67420](#), where grievance procedures are filed for all students, including students with disabilities.

If the complaint is not resolved at the College level, a student may choose to file a complaint with the [Office for Civil Rights](#) at 1-816-268-0550 or [U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106](#).

### ***Confidentiality***

All information regarding a student's disability is confidential. All documentation will remain separate from academic records and will not be released to an individual or source external to Fort Hays Tech | North Central without the student's written consent. In order to provide effective services, it may be necessary to communicate limited information on a need-to-know basis regarding disability-related needs to Fort Hays Tech | North Central faculty and/or staff.

## REASONABLE SUSPICION

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If reasonable suspicion of substance abuse exists regarding an employee or student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the employee or student will be requested to consent to drug testing performed by Fort Hays Tech | North Central's contract vendor at the expense of the college.

- A. A college administrator (or their designee) shall drive the employee or student to the vendor's site for drug testing and shall return the employee or student to his/her residence (or arrange for transportation) following the testing.
- B. Test results shall be sent directly to the college administrator, with a copy also sent to the employee or student. All test results will be considered confidential, access to the results will be limited to institutional personnel who have a legitimate need-to-know.
- C. In the event of a positive test result, the employee or student may request a retest of the sample at the employee or student's expense. The request must be submitted within 24 hours.
- D. Positive results for any illegal drugs, or prescription drugs (either not prescribed for the employee or student, or at levels above the prescribed dosage), or blood alcohol level of 0.04 or greater shall be grounds for disciplinary action, up to and including termination or expulsion.
- E. Refusal to provide a specimen for this testing shall be treated as a positive drug test result.
- F. Test results or specimens that have been determined to be altered by the employee or student shall be grounds for disciplinary action, up to and including termination or expulsion.
- G. If the employee or student tests positive for an authorized prescription drug which may impair his/her performance or judgment, the employee or student may not be permitted to participate in college activities until he/she provides a doctor's release.

## RIGHT TO MODIFY THE SYLLABUS

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The instructor reserves the right to modify the syllabus during the semester. Students will be given advanced notice if a change would occur.

## KANSAS CORE OUTCOME STATEMENT

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The learning outcomes detailed in this syllabus meet, or exceed, the learning outcomes specified by the Kansas Core Outcomes Project for this course, as sanctioned by the Kansas Board of Regents.

## INSTRUCTOR (ONLINE) CLASSROOM POLICIES

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I encourage you to store my contact information in your phone. *Email is the best way to get in contact with me.* Please note: this is NOT a cell phone, do not text this phone number. You will need to call and leave a message if I am away from my desk.

### Exams/Quiz

Each chapter will include an exam/quiz. These are timed, open book and have two attempts. Be prepared to take each exam/quiz in one sitting. There is **not** a "save for later" option. Exams open on Monday and close on Sunday each week. See Moodle for exact details. Exceptions are made at the instructor's discretion.

### Daily Work Policy

Success in this course is dependent on your active participation and engagement throughout the course. As such, students are required to complete all assignments by the due date, and to actively participate. Students are expected to log on at least three times a week to ensure completion of weekly assignments, assessments, discussions and/or other weekly deliverables as directed inside Moodle.

It is important for a student to be dependable and get their work turned in on time. All daily work must be completed and submitted prior to the deadlines provided by the instructor. (see exact dates inside Moodle) If your daily work is not submitted by the given deadline, no credit will be given. Any exceptions to this late work policy will be made at the instructor's discretion.

## **Passwords**

It is the student's responsibility to know their own usernames and passwords. Each student will be given a college email account and log in information. Multiple usernames and passwords are used throughout the school year for a variety of applications. Be sure to write these down in a safe place so that you have them with you. The instructor will not be responsible for your usernames and passwords.

## **Conduct Policy**

Conduct in this class is to be professional as on the job. Appropriate language and behavior is expected at all times. If a student chooses not to use proper conduct, the student will not receive points for that particular assignment. That student will have a conference with their instructor and if a workable solution cannot be arrived at between the two at that time, the student will proceed through the school's formal disciplinary procedure.

## **Mutual Respect**

The course is designed to simulate an office workforce environment. That means that each member of the class supports the others in their efforts to succeed. Be sure to come to each class prepared to:

- Listen with respect
- Speak with respect
- Contribute actively to the work of your team

Apply the Golden Rule to all areas of conduct. Treat others how you want to be treated. If needed, agree to disagree. Have a spirit of forgiveness. All acts of violence or bullying are unacceptable. Students have the right to learn in an environment conducive of learning.

## **Suspension**

Any student who is absent from class due to a suspension will receive zeros for daily work and quizzes. A suspension will count as an unexcused absence.

## **Artificial Intelligence Use**

The use of generative AI tools (e.g. ChatGPT, Dall-e, Co-Pilot, etc.) is NOT permitted in this course; therefore, any use of AI tools for work in this class may be considered a violation of Fort Hays Tech | North Central's Academic Honesty Policy.

- Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools) on assignments in this course.
- Each student is expected to complete each assignment.
- All assignments (every element) should be fully prepared by the student.
- The use of generative AI tools for any part of your work will be treated as cheating.
- Do your work honestly. Turning in work you have cut and pasted from generative AI is academic misconduct and hurts you as much as it does anyone.
- It is not acceptable for another person/entity do the work of any assignment, which includes purchasing work from a company, hiring a person or company to complete an assignment or exam, and/or using generative AI tools (such as ChatGPT, etc.
- If you have questions, please contact your instructor.

## Scholastic Dishonesty

Membership in the Fort Hays Tech | North Central learning community imposes upon the student a variety of commitments, obligations, and responsibilities. It is the policy of this college to impose sanctions on students who misrepresent their academic work. Classroom instructors and/or administrators will assess sanctions for violations of this policy.

Any student found to have committed an act of academic dishonesty will receive the following sanctions:

1. The first instance of academic dishonesty will result in a conference with the instructor and a written warning. The student will also lose any and all points associated with the assignment.
2. The second instance of academic dishonesty will result in an additional conference with the instructor, and the student will receive a failing grade at the end of the semester.

## Fort Hays Tech | North Central Policy Regarding Withdrawal from Class

The last official day a student can withdraw from class is located at [www.fhtechnc.edu](http://www.fhtechnc.edu). A grade of "W" will appear on the transcript if the student withdraws on or before that date; a grade of "F" will appear if you withdraw after that date. Withdrawal forms are available in the Student Services Office at the Administration Building.

Withdrawals are not effective until completed forms are on file in the Registrar's Office. If the proper withdrawal procedure is not followed, a grade of "F" will appear on the transcript.

## SCHEDULE

Session	Topic	Competencies
Week 1	Introduction, Syllabus, Textbook, Discussion Board, and Cengage Resources.	
	<p>Chapter 1: World of Business and Economics</p> <p><b><u>Exact assignments are found inside Blackboard</u></b></p> <p><b><u>Typical Weekly Assignments Include:</u></b></p> <ul style="list-style-type: none"><li>• Read the Lecture Materials. Includes Cengage Reading assignments</li><li>• Assignments:<ul style="list-style-type: none"><li>○ Cengage links per chapter</li><li>○ other assignment</li><li>○ discussion boards</li></ul></li><li>• Quiz per each chapter</li></ul>	Identify and define Economics from academic and professional perspectives
Week 2	Chapter 2: Ethics and Social Responsibility	Identify and define Information Systems from academic and professional perspectives

Session	Topic	Competencies
	<i>*Assignments similar to week 1</i>	
	Chapter 3: Global Business <i>*Assignments similar to week 1</i>	Identify and define International Business from academic and professional perspectives
Week 3	Chapter 4: Choosing a Form of Business Ownership <i>*Assignments similar to week 1</i>	Identify and define Entrepreneurship from academic and professional perspectives Identify and define Economics from academic and professional perspectives
	Chapter 5: Small Business, Entrepreneurship, and Franchises <i>*Assignments similar to week 1</i>	Identify and define Entrepreneurship from academic and professional perspectives
Week 4	Chapter 6: Understanding the Management Process <i>*Assignments similar to week 1</i>	Identify and define Management and Leadership from academic and professional perspectives
	Chapter 7: Creating a Flexible Organization <i>*Assignments similar to week 1</i>	Identify and define Management and Leadership from academic and professional perspectives
Week 5 Independence Day	Chapter 8: Producing Quality Goods and Services <i>*Assignments similar to week 1</i>	Identify and define Management and Leadership from academic and professional perspectives
	Chapter 9: Attracting and Retaining the Best Employees <i>*Assignments similar to week 1</i>	Identify and define Information Systems from academic and professional perspectives
Week 6	Chapter 10: Motivating and Satisfying Employees <i>*Assignments similar to week 1</i>	Identify and define Management and Leadership from academic and professional perspectives
	Chapter 11: Building Customer Relationships Through Effective Marketing	Identify and define Marketing from academic and professional perspectives

Session	Topic	Competencies
	<i>*Assignments similar to week 1</i>	
Week 7	Chapter 12: Exploring the World of Business and Economics  <i>*Assignments similar to week 1</i>	Identify and define Economics from academic and professional perspectives Identify and define Information Systems from academic and professional perspectives
	Chapter 14: Exploring Social Media and e-Business  <i>*Assignments similar to week 1</i>	Identify and define Marketing from academic and professional perspectives
Week 8	Chapter 15: Using Management and Accounting Information  <i>*Assignments similar to week 1</i>	Identify and define Accounting and Finance from academic and professional perspectives
	Final's Week: Part 6 Assessment, Course Evaluation	