



Southern Arkansas University Tech

P.O. Box 3499 ~ Camden, AR 71711

870.574.4453 or 870.574.4586

www.sautech.edu

ONLINE COURSE INFORMATION SHEET

Course Number: ECON1003

Course Title: American Enterprise System

Course Description: American Enterprise System is designed to present students with an overview of business activities and practices. Emphasis will be placed on building student's vocabulary and understanding of the capitalistic business enterprise system.

Instructor: Jodi Eppinette

Instructor Bio:

Jodi Eppinette - M.Ed. Southern Arkansas University; B.S.E. Southern Arkansas University

Prerequisite: All reading courses completed

Textbook: Business in Action by Bovee and Thill. 5th Edition, 2011. Pearson.

Learning Outcomes

1. Demonstrate knowledge of business vocabulary.
2. Apply their knowledge of fundamental business principles.
3. Collaborate to develop decision making, conflict resolution, and team skills.

On-Campus Requirement

The final exam must be taken at an approved proctor site. Visit the college website at www.sautech.edu for detailed information.

Modes of Interaction

1. It is recommended that students follow the suggested course calendar.
2. Students must adhere to the absolute deadlines posted on the course calendar. These include mid-term, two-week, coursework and proctored final exam deadlines.
3. You must remain in contact with your instructor throughout the course. Satisfactory contact can be accomplished through weekly submissions of assignments, quizzes, exams and emails.
4. Incomplete grades are not granted for Internet courses. However, students may request an extension in the event of extraordinary medical or other verifiable circumstances. These extensions are for two-weeks beyond the end of the semester. All extensions must be requested prior to deadlines.
5. Students must contact the instructor to report any technical or personal issues that may prevent reasonable and satisfactory progress in the course.
6. Students will participate in three collaborative assignments. It is each student's responsibility to join a collaborative group. Each group will appoint a leader who will inform the instructor of the names of the class members who will be participating in the group. Group members should discuss the questions posed in the group assignment. Each group member should report the results of the group activity to the instructor through the course Assignment tool.
7. Students must submit each chapter assignment listed in the assignment feature of Blackboard prior to taking the quiz for that chapter. No points will be awarded for quizzes taken prior to submitting corresponding assignments. All chapter quizzes for the chapters included in each Unit Exam must be completed prior to taking the unit exam. Scores from exams taken prior to completing all corresponding quizzes will not be accepted.
8. Students will post a short biography on the Discussion Board. Choose the topic Student Biography. Enter your name on the subject line. Enter your biographical information in the message area.

Methods of Assessment

1. There will be six unit exams valued at 100 points each.
2. There will be a comprehensive final exam valued at 100 points.
3. Chapter quizzes are available on the Companion Website for the text at www.prenhall.com/bovee. To encourage use of this interactive learning tool for self-assessment, five (5) points will be awarded for each chapter quiz completed.
4. Students will earn points by completing each chapter assignment. These assignments will be valued as follows:
 - a. See It on the Web Activities 5 points
 - b. Collaborative Assignments 10 points

Enrollment Procedures

SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:

- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$5 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website

<http://www.sautech.edu/studentResources/admissions.aspx>

Course Registration Website

<http://www.sautech.edu/studentResources/advising.aspx>

Technical Requirements and Resources

Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website

<http://www.sautech.edu/lrc/index.aspx>

Bookstore Website

<http://sautech.textbooktech.com>

Adult Learner Resources

Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

Student Support and Learning Resources

Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/studentResources/advising.aspx>.

Other Considerations

Collaborative Assignment required. Written review of video cases is required.

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:

- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- Microsoft Word – used to complete assignments and submit to instructor
 - Can be accessed via SkyDrive inside your student email account. **FREE**
 - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
 - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at <http://download.openoffice.fm/free/?pk=26976>
- Adobe Reader 7.0 or higher – used to read files in pdf format
 - Cost: Free
 - Can be downloaded to your computer from <http://www.adobe.com/products/acrobat/readstep2.html>
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
 - Cost: Free
 - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
 - Cost: Free
 - Can be downloaded to your computer from <http://www.macromedia.com/shockwave/download/download.cgi?>
- Windows Media Player – used to listen play audio files
 - Cost: Free
 - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.**)
 - Cost: Free
 - Can be downloaded to your computer from <http://javashop1m.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre->
- Real One Player – used to view video clips
 - Cost: Free
 - Can be downloaded to your computer from http://forms.real.com/netzip/getrde5_new_look.html?h=207.188.7.150&f=windows/RealOnePlayerGold.exe&p=RealOne+Player&j2re=false&tagtype=ie&type=dl