

ACCOUNTING 2260-01
INTEGRATED BUSINESS OPERATIONS
CLASS SYLLABUS - SPRING 2020

Instructor reserves the right to make changes

Instructors: Amber Fox
Class times: M, W 1:00 – 1:25 Lecture, 1:30-3:25 Lab A-211
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I. COURSE DESCRIPTION

BUS 2260 is a challenging and exciting capstone course designed to integrate the knowledge learned in previous business courses. Unlike courses that focus on specific functional areas such as accounting, marketing, and business management, this course explores how these disciplines and others work in harmony to contribute to the success of an organization. The role of strategic management in directing and coordinating the business process will be explored. An online simulation will be employed that will have student teams manage a business in direct competition with other teams. Student teams will also form companies with other students from other disciplines such as engineering to produce and sell a product on the IVCC campus. The focus in this class will be on working together in a team to develop a management strategy that will guide all decisions and company operations in a direction that will maximize resources effectively in a competitive environment.

II. PREREQUISITE

Sophomore Standing

III. EXPECTED LEARNING OUTCOMES

- 1) Students will learn to solve problems in a team setting.
- 2) Students will improve oral communication skills at the interpersonal level through team interaction.
- 3) Students will develop oral communication skills in a business simulated setting.
- 4) Students will improve written communication skills as they prepare meeting summaries, business management papers, and various required reports such as budgets and marketing plans.
- 5) Students will improve their understanding of how their area of study relates to the other components of an industrial business.
- 6) Students will have the opportunity to use and improve skills they are learning in their area of specialization. Through participation in this capstone experience, students and faculty have the opportunity to assess the student's skills at the end of the two-year program of study.

IV. COURSE MATERIALS

BizCafe, Interpretive Simulations (computer access card)

V. ASSESSMENT OF STUDENT LEARNING

BizCafe Company performance on scoring measures	100 points
BizCafe Company presentation	60 points
BizCafe Quizzes (2)	<u>40 points</u>
Sub Total	200 points
MIMIC Project/Fair/Participation	200 points
MIMIC Business presentation	60 points
MIMIC Company weekly reports	78 points
MIMIC Company budget	50 points
MIMIC peer evaluation	<u>100 points</u>
Sub Total	488 points
Class Attendance	<u>200 points</u>
Grand Total	888 points

VI. GRADING SCALE

90% - 100%	(799 – 888) pts	A
80% - 89%	(710 – 798) pts	B
70% - 79%	(622 – 709) pts	C
60% - 69%	(533 – 622) pts	D
< 60%	< 532	F

The instructor reserves the right to apply a class curve to points awarded. The final grade is based on points, not percentages!

VII. CONTESTING OF GRADES

Any student wishing to contest a grade for any assignment **must do so within 48 hours of the posting of the grade on Blackboard – days when the college is closed do not count.** All grades after this time are final and not subject to change!

VIII. STRUCTURE OF THE CLASS

Each class is split between a lecture portion from 1:00 – 1:25 and a lab portion from 1:30 – 3:25. For the first half of the semester we will be spending Mondays working on the BIZCAFE simulation game throughout the entire class. Wednesdays will be devoted to the MIMIC portion of the class and as such we may be meeting in the CTC building. During the second half of the semester we will be devoting both days to your MIMIC project with days set aside for your Simulation Presentation, and Business Presentation. As you can imagine, the schedule is a bit flexible since we will have to coordinate some of our activities with the CAD students. The class schedule below is **tentative and subject to change**. Any changes made will be announced in class and postings made to Blackboard.

IX. CLASSROOM RULES

A few rules for the classroom are;

- 1) All cell phones are to be turned OFF and PUT AWAY during class.
- 2) Professionalism - Professionalism is an important part of the business world and is demanded of those who choose accounting as their career. Part of the learning process involves understanding what is expected of you in class including your behavior and attitudes toward your instructor and fellow students. As part of this class you will be required to be respectful of others, to show courtesy, and to conduct yourself in a professional manner.
- 3) Promptness – You are expected to be in class ON TIME. If you arrive late it can be a distraction to others in class. I reserve the right to ask you to leave if you continue to arrive late for class.

X. INSTRUCTOR EXPECTATIONS

BUS 2260 is most likely different from what you have experienced during your time at IVCC. This class is designed to “mimic” some of the functions that you will experience in the business world. While it is impossible to completely duplicate such a setting here on campus, I do want to stress some very important points. It is my intention to simulate a real business environment as much as possible and therefore my expectations for your behavior in this class are somewhat different than in a typical class. I will be observing your behavior as I would as a supervisor in the real world so in regards to the professionalism requirement as outlined in the grading criteria above, I will be assessing you as follows;

- 1) I will be taking attendance at each class meeting, both BIZCAFE and MIMIC. You are expected to be **on time**. If you arrive after I have taken attendance at the beginning of class it will count as an absence, no excuses!
- 2) You will be required to work on teams with both your fellow business students and with electronic and engineering students in the MIMIC project. I expect you all to work together in a professional and constructive manner at all times. I expect you to resolve your team/company problems using your interpersonal skills. While I am not opposed to acting as a mediator along with Mrs. Data in situations that are legitimate roadblocks, I am NOT here to resolve PERSONAL problems.
- 3) There are certain days that I expect you to come to class dressed in business casual attire. The rules for the class concerning this are; (1) business casual only on all Wednesday's which are MIMIC days, (2) business casual on each of the 3 presentations required in this class – BIZCAFE simulation presentation, Business presentation, and (3) at the MIMIC Fair. The only exception to requirement 3 is that business casual is not required on BIZCAFE Mondays, or any of the identified "MIMIC production days" as outlined in the Class Schedule.

XI. ASSESSMENT GUIDELINES

BIZCAFE – Company Performance

This requirement accounts for 11% of your overall grade.

You will receive a separate email from Interpretive Solutions providing you with your username and password. During the first week of class it is your responsibility to ensure you can access this site and are comfortable navigating it. You must also spend some time reading the case study to familiarize yourself with this simulation. This simulation will put you in competitive competition with your classmates to see who can successfully run a coffee shop. **This class is designed like the real world** and as such your grade will depend in part on how you perform against your competitors. There will be weekly decisions to be made and completed per the assignment schedule. Any decisions that are not made on time will negatively impact the success of your project.

The BIZCAFE company performance requirement will be measured and graded by the BIZCAFE software automatically based on the grading criteria of 6 major areas; (1) Average Purchase Variance 2.5%, (2) Brand Awareness 5%, (3) Customer Satisfaction 30%, (4) Capacity Utilization 2.5%, (5) Revenue 20%, and 6) Cumulative Net Income 40%. Each of these 6 categories is combined to give you a Weighted Score out of 100. Your final weighted score will be your grade for the simulation.

BIZCAFE – Quizzes

You will have two open book quizzes to take through the BIZCAFE website and they will count 4% of your overall grade.

The first quiz (Case Quiz) will be taken after your practice round while the final quiz (Concepts Quiz) will be taken after you have completed your last competitive round in BIZCAFE. Both quizzes will be taken in class using the Interpretive platform. These quizzes will test your knowledge and understanding of the BizCafe simulation prior to beginning the simulation and at the completion of the project. Each quiz is worth 20 points and will count towards your overall grade.

BIZCAFE – Company Presentation

You will be required to present to the class a report on your BIZCAFE company at the conclusion of the simulation game and it will count 7% of your overall grade.

It is important to summarize the efforts you have made during the first half of our course in carrying out the BIZCAFE simulation. The presentation will be in the form of a PowerPoint presentation and will be given to the business students only. You will also submit an electronic copy of your presentation to me through Blackboard. Please see the file *BIZCAFE Company Presentation Requirements* found under Course Documents in Blackboard for the requirements of this presentation.

MIMIC Weekly Company Reports

You will be required to complete a weekly company report regarding that week's activity concerning your MIMIC Company and it will be worth 9% of your overall grade.

It is important in the real world to periodically give progress reports to your supervisor on important projects that you might be working on. This report will be due each Friday and submitted through Blackboard. Please see the file *MIMIC Weekly Report Requirements* found under Course Documents in Blackboard for the requirements of this weekly report.

MIMIC Budget Report

You will be required to complete a company budget for your MIMIC Company and it will be worth 5% of your overall grade.

It is important to simulate the real world requirement for planning ahead for your company and as such you will be required to complete a budget for your company. Your company will not receive your cash advance, nor will you be allowed to make purchases without an approved budget. Any purchases made without proper approval will result in

not being reimbursed. See the *MIMIC Purchase Requirements* found under Course Documents in Blackboard. This report will be due early in your MIMIC project and must be submitted on an Excel file through Blackboard. Please see the file *MIMIC Budget Requirements* found under Course Documents in Blackboard for the requirements of this report.

MIMIC Business Presentation

You will be required to complete a business presentation for your MIMIC Company reporting on both marketing and accounting data. It will be worth 7% of your overall grade.

It is important to simulate the real-world requirement for presenting your business plans for your company and as such you will be required to present an oral report to the entire MIMIC class according to the course schedule. This report will be due late in your MIMIC project and must be submitted on a PowerPoint file through Blackboard. Please see the file *MIMIC Business Presentation Requirements* found under Course Documents in Blackboard for the requirements of this report.

MIMIC Peer Evaluation

You will be required to complete a peer evaluation of all of your MIMIC Company co-managers for business as well as the CAD and other students. It will be worth 11% of your overall grade. Please see the file *MIMIC Peer Performance Review* found under Course Documents in Blackboard for a sample of this performance review.

MIMIC Fair & Overall Project Quality and Participation

You will be required to attend weekly meetings, produce a quality product, and as a final display of your work, you will be required to attend and participate in the MIMIC Fair. This will be worth 22% of your overall grade.

Your requirement is to abide by the dress code, be active and productive during your weekly meetings, and participate fully at the MIMIC fair. During the fair, you will be required to participate for a minimum of a 2-hour shift, and help in setting up your table, tearing it down at the end of the fair, and accounting for all fair transactions.

Upon completion of the MIMIC Fair all unused materials, inventory, and unsold products must be returned to the instructors. Failure to return these materials will result in a failing grade as these materials are property of the college.

XII. ATTENDANCE POLICY

Students are expected to be punctual and attend all classes. Attendance will be worth 22% of your overall grade. Class begins at 1:00 PM and ends at 3:25 PM. Participation is necessary in all class discussions and company meetings. If I feel that your absences and/or conduct in the class will interfere with your progress and your ability to successfully complete this course, I have the right to drop you from the course without prior notice. If absence from class or company meetings is unavoidable, it is the student's responsibility to explain the absence. To receive consideration in extreme situations, you must provide written notification in advance. Additional work may be assigned and is at the discretion of the instructor. It will be the instructor's decision as to whether the work will be accepted for credit. In addition, points will be deducted.

XIII. LATE SUBMISSION POLICY

All assignments are due on the date indicated on the Course Calendar located in Blackboard under Course Information. **ALL ASSIGNMENTS ARE DUE ON THE DATE IDENTIFIED IN THIS DOCUMENT. Since oral group presentations are an integral part of your assessment, it is imperative that you are present on the dates indicated.**

XIV. EXTRA CREDIT POLICY

No extra credit is given in this course; however the instructor reserves the right to add additional assignment(s) as extra credit if considered beneficial to the learning process.

XV. PLAGIARISIM AND CHEATING POLICY

Plagiarism involves using another person's exact words or thoughts without citing the source in your work. Plagiarism is therefore an illegal act that constitutes a type of theft from another individual. Such actions are not tolerated in the business world and will not be tolerated in class. Whenever exact quotes are used, citing the source of the original material is required. Illinois Valley Community College prohibits plagiarism in any form. Students found plagiarizing or cheating in any way will result in automatically failing the course and/or dismissal from the college.

XVI. SPECIAL NEEDS

This course is designed to support diversity of learners. My hope is to create a safe environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have a disability (learning disability, physical disability, or psychiatric disability such as anxiety, depression, AD/HD, or others) for which you may need accommodations, please contact the Disability Services Office in C-211. Tina Hardy (tina_hardy@ivcc.edu, 224-0284) can help determine if you are eligible for support.

XVII. WITHDRAWAL POLICY AND FINANCIAL AID

You may be withdrawn from the class in one of two ways;

Instructor initiated – Based on the attendance requirement outlined above, I reserve the right to withdraw a student from class without prior notification.

Student initiated - Effective Summer 2011, students will have the ability to initiate a withdrawal from classes. By completing the form in the Records Office or using WebAdvisor, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student's electronic signature. **IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion.**

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student. **The last day to withdraw for this class is April 7, 2020.**

Do not assume that the instructor will drop the student prior to the withdrawal date based on attendance or grades. It is the responsibility of the student to drop themselves if they decide to stop attending. Any student who has not withdrawn from the class after this date will receive a letter grade!

XVIII. COMMUNICATING WITH THE INSTRUCTOR

The instructor's contact information is listed above. You may contact me by phone, in person or email. I only respond to emails, calls, texts between the hours of 8AM and 8PM. Any communication received within this time period will be answered as soon as possible or within 24 hours. When contacting the instructor using email, be sure to place your full name in the subject line along with your class number and section.

XIX. STUDENT EMAIL

Should I need to communicate with the class I will send an email to your IVCC account. You are responsible for checking your IVCC email frequently. For information on accessing this account, go to <https://www.ivcc.edu/studenthelpdesk/>.

XX. ONLINE REQUIREMENTS

BLACKBOARD

All communication, grades, and most course documents will be provided for you through Blackboard. Your instructor will enroll you in your Blackboard class based on the class roster.

Please be sure to check Blackboard often for announcements from your instructor concerning all important information for this class. Also, please make sure to verify that your student email account is working. Important announcements may also be emailed to you through Blackboard by your instructor. It is the student's responsibility to insure that their student email is correct and working properly.

TECHNICAL ASSISTANCE

The center provides individualized academic assistance to all students utilizing computer technology. The Help Desk Support Staff provides assistance to students in person, on the phone, and via e-mail.

Phone: 815-224-0318
Location: D201
Email: sdh@ivcc.edu
Web Page: <https://www.ivcc.edu/studenthelpdesk/>

If you need assistance with communication tools or software issues, contact our staff. If you are having trouble with your computer, you will need to contact the manufacturer or the store where you bought it. If you are having trouble with your Internet connection, you should contact your Internet Services Provider (ISP).

IVCC has set up a "Student Technology Guide" for your convenience that includes directions for accessing the student's various accounts. This page is located at <https://www.ivcc.edu/studenthelpdesk/StudentTechnologyGuide.pdf>.

Please call 815-224-0318 as soon as you detect a problem during regular campus hours.

XXI. ASSIGNMENTS DUE DATES AND CLASS SCHEDULE

Please refer to the Course Calendar located in Blackboard under Course Information for all assignment due dates.