

MARIAN UNIVERSITY | COLLEGE OF THE PROFESSIONS  
**BUA 100-01: INTRODUCTION TO BUSINESS PROFESSIONS**  
**COURSE SYLLABUS – SPRING 2022**

**DEPARTMENT:** Business

**CREDIT HOURS:** 1 credit

**CLASS MEETING:** Online April 18<sup>th</sup> – May 22<sup>nd</sup>. Zoom meetings Monday's 7:00-8:00pm

**INSTRUCTOR:** Zachary Gaynor  
Phone: (920)923-8594  
[zmgaynor66@marianuniversity.edu](mailto:zmgaynor66@marianuniversity.edu)

**COURSE DESCRIPTION:** Course features a thought-provoking exploration of accounting, economics, finance, health care administration, human resources, management, marketing, operations, sport & recreation management and other areas of business. Guest presenters with expertise and experience in these areas will share trends and innovations in their respective fields. Each week students will learn about a different business profession.

*Prerequisite: None.*

**REQUIRED TEXTS:** There are no required texts to purchase for this course.

**MARIAN UNIVERSITY CORE VALUES:** This course incorporates Marian University's commitment to the following core values:

1. **COMMUNITY:** Respecting our diversity as individuals, we encourage, challenge and nurture one another, joining together to accomplish our shared mission and vision.
2. **LEARNING:** We engage in a collaborative lifelong process of seeking truth and appropriating knowledge and values to transform the individual, our communities and the world.
3. **SERVICE:** Through active service and ministry, we support one another and seek to meet the needs of the larger community.
4. **SOCIAL JUSTICE:** We work to create individual and societal change, which supports the value, dignity and opportunity of every person.
5. **SPIRITUAL TRADITIONS:** Valuing Marian's Catholic religious heritage, we respect each individual's freedom to explore a diversity of spiritual beliefs.

**STUDENT LEARNING OUTCOMES:** Upon completion of this course, students will be able to:

1. Identify and analyze a variety of health profession careers and distinguish which careers most fit their interests/talents.
2. Recognize the interrelatedness of the knowledge, skills and values necessary to enhance their readiness for entrance into a given health profession.

**TECHNOLOGIES USED:**

- Zoom – Live Monday meetings 7-8:00 pm

<https://marianuniversity.zoom.us/j/86178711528?pwd=ZUJVVYUwzNkgzTE5wbUZ6Q1l6d1ZEdz09>

- Meeting ID: 861 7871 1528
- Passcode: 937993

- Marian Online 2 (MO2) – Online learning platform (username and password will be provided)
  - <https://online2.marianuniversity.edu/my/>
- SabreNet – Student information system (final course grade available upon completion)
  - <https://sabrenet.marianuniversity.edu/SelfService/Home.aspx>

TOPICAL OUTLINE: Zoom Session Info.		Topics Covered
Week 1	Monday 4/18/2022, 7-8 pm	<ul style="list-style-type: none"> <li>• Course expectations</li> <li>• Technology overview</li> <li>• Assignment review</li> </ul>
Week 2	Monday 4/25/2022, 7-8 pm	Q&A with program faculty: <ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Accounting</li> <li>• Finance</li> </ul>
Week 3	Monday 5/2/2022, 7-8 pm	Q&A with program faculty: <ul style="list-style-type: none"> <li>• Industrial/Organizational Psychology</li> <li>• Marketing</li> </ul>
Week 4	Monday 5/9/2022, 7-8 pm	Q&A with program faculty: <ul style="list-style-type: none"> <li>• Health Care Administration</li> <li>• Sport &amp; Recreation Management</li> </ul>
Week 5	Monday 5/16/2022, 7-8 pm	Q&A with program faculty: <ul style="list-style-type: none"> <li>• Data Science</li> <li>• Academics and internships</li> </ul>

**EVALUATION METHODS:**

- A. Class Engagement and Reflection Assignments: Due weekly (dates outlined in MO2)
- a. Students will be required to complete reflection assignments for each topic area covered in the course. Assignments will vary by major/program, and must be submitted to the appropriate dropbox in MO2 by the stated weekly deadline.
  - b. Each reflection assignment will be worth up to 15 points.

- B. Zoom Meeting Attendance & Participation: Mondays – 4/18, 4/25, 5/2, 5/9, 5/16
- a. Students are expected to attend all 5 Zoom meetings and engage fully in sessions.
  - b. Each session, students will be awarded up to 15 points. Points are given for each of the following
    - i. Is present, alert and takes part in activities (as applicable) – 5 points
    - ii. Adds to the class discussion – 10 points (based on quality, not quantity of comments; contributions can be made verbally and/or through chat function)
  - c. Students who do not participate in a given Zoom call will be required to complete a “make-up” assignment, aligned with the content missed during the session.

- C. Business Career Exploration Final Paper: Due Sunday 5/22/22
- a. Write a 3-4 page, double-spaced document reflecting on at least two of the professions discussed during the course. For each area, consider the following:
    - i. What knowledge, skills, and values are necessary for success in these professions?
    - ii. What education or certification is required, daily work tasks and activities, working conditions, pay and projected growth in this type of career, etc.
    - iii. What interests/skills do you have that make you well-suited for these professions? The results of your True Colors Assessment can provide good insight in this area.
    - iv. After reflection, what are your specific career goals?
    - v. What can you do now to prepare for success in reaching these goals?
    - vi. What will you do in the next year; and the next five years to have success?
  - b. The final paper is worth up to 75 points.
  - c. Websites that you may find helpful include:
    - i. [www.careeronestop.org](http://www.careeronestop.org)
    - ii. [www.bls.gov](http://www.bls.gov)
    - iii. [www.onetonline.org](http://www.onetonline.org)
    - iv. [www.explorehealthcareers.org](http://www.explorehealthcareers.org)
  - d. Assignment must be submitted to the assignment dropbox in MO2 by 11:59pm on 5/22/22 (please attach actual document – links to Google Docs do not work with system).

- GRADING:** Grading will be based on a total point accumulation (up to 300 points):
- A. Class Engagement and Reflection Assignments (15 points/reflection) 150 points
  - B. Zoom Meeting Attendance and Participation (15 points/class) 75 points
  - C. Business Career Exploration Final Paper 75 points

**Grade Distribution:**

A = 100 – 93%	B- = 82 – 80%	D+ = 69 – 67%
A- = 92 – 90%	C+ = 79 – 77%	D = 66 – 63%
B+ = 89 – 87%	C = 76 – 73%	D- = 62 – 60%
B = 86 – 83%	C- = 72 – 70%	F = 59% and Below

**ATTENDANCE POLICY:** Missing a class (for any reason) will result in additional assignments to make up for lost class time; two missed class sessions (missed for any reason) will automatically result in a full grade reduction of the final letter grade (ex: if you earned a B, two missed classes results in a final grade of C). Three absences (for any reason) will result in automatic failure of the course.

**LATE ASSIGNMENT POLICY:** Assignments are to be submitted by the due date specified. Assignments submitted after the due date will receive the following point deductions – one day late 20%; two days late 30%; three days late 40%. Assignments received four days or later after the due date will not be accepted for grading.

**CLASSROOM & CAMPUS EXPECTATIONS:** Students are encouraged to maximize the learning experience offered through Marian University. Ideal learning takes place in environments where trust, mutual respect and active engagement is valued and observed by all participants. Students enrolled at Marian University are expected to conduct themselves in a manner appropriate to a professional setting. Students are expected to be respectful of the learning environment established by the instructor. No student has the right to be disruptive, disrespectful or uncivil in their conduct – including language – in any setting at Marian University (**this includes online, Face Book, web-based venues**). A student who is deemed to be inappropriate in the classroom may be asked to leave the class for a session or longer, or may be administratively withdrawn by University officials.

**ACADEMIC HONESTY:** The rules and procedures set forth in the Student Handbook dealing with academic honesty will be followed in this class. Students are expected to have familiarized themselves with these rules and procedures. This applies to cheating, plagiarism and intentional misrepresentation of the truth. If a paper is prepared by a student for this class, it is expected that the paper be the student's own work and that any use of the work of another in a student's paper be properly quoted and cited pursuant to Marian University Reference Manual (Available at the Marian Bookstore and/or the Marian University Writing Center).

**DISABILITIES ACCOMMODATIONS POLICY:** Marian University will provide reasonable accommodations to qualified people with disabilities. If you feel you need accommodations to fully participate in this class, please contact your instructors.

*The instructor reserves the right to modify this syllabus as needed to reflect the curriculum themes, student learning outcomes and assignments required.*