

**Winthrop University**  
**College of Business and Technology**  
**BADM 180 Business Careers and Professional Development**  
**Fall 2025 Syllabus**

**Instructor:** Dr. P.N. Saxena, Professor of Accounting and Dean

**Office:** Thurmond 204 (through Thurmond 200 – Office of Dean)

**Cell Phone:** 803-992-3339 (Call/Text between 7 am and 9 pm)

**E-mail:** saksenapn@winthrop.edu

**Course Meeting Time:** TR 9:30 am to 10:45 am in **Thurmond 100**

**RULES WHEN ATTENDING CLASS:**

1. Cellphone usage is not allowed in class
2. No visiting non-Blackboard sites
3. You will be marked absent if you leave before the end of class

**Course Period:** August 26 – December 12, 2025

**Office Hours:** 9:00 am to 5:00 pm, M-F. Please text or email me before visiting to confirm I am not in a meeting. I am happy to meet through Zoom, too.

<b>PARTNERSHIP IN LEARNING</b>
--------------------------------

<b>I am committed to your success. However, you need to be an <u>EQUAL</u> partner to do well in the course. Please ensure that you put in the hours to be successful, and contact me as soon as you have any questions</b>
---

**Course Credit:** 3 credit hours; there are no prerequisites for this course.

**I. Course Description:** An introduction to business careers and the tools needed to obtain internships and jobs in those specific fields. Professional development and financial literacy are incorporated. This course will serve as a foundation for a student's business education.

**II. Course Goals:** This course will provide a general overview of business, related issues, and careers. The content will cover three general areas: the different functional areas of business, along with college majors and careers for people employed in each of the areas; career readiness, including how to be a compelling job candidate, cover letters, resumes, and interviewing strategies; personal finance, capturing how to manage money when you get the first job out of college; and public speaking. The overall goal is that in covering these various topics, students will gain greater insight and perspective into how to work toward obtaining a job upon graduation, how to get a degree that will lead to a long-term career, and how to manage personal finances once employed.

In addition, this course will cover the following University-Level Competencies (ULCs): 1. Thinking critically and solving problems; 2. Being personally and socially responsible; and 4. Communicating effectively.

**III. Learning Objectives:**

Students in this class will:

1. Learn about the different functional areas of business and related careers;
2. Improve professional development/career readiness skills;
3. Reflect upon the various facets of personal finance; and
4. Exercise and improve upon public speaking skills.

**IV. Required Course Materials:** TEXT: Kaufman, William, How to Find a Job: A Handbook of the Best Job Search Strategies for a Successful Future (ISBN: 9781477507087).

**V. Course Grade:** Your final grade in this course is based on the following:

1. Fifteen assignments, including presentations: 340 points
2. Attendance: 10 points

**Grading Scale:** Below is the grading scale for this class:

A	90 to 100%	C	70 to 74.9%
B+	85 to 89.9%	D+	65 to 69.9%
B	80 to 84.9%	D	60 to 64.9%
C+	75 to 79.9%	F	0 to 59.9%

**VI. Submission of Assignments:** There will be **no extension of due dates and times for the assignments.**

Failure to submit an assignment by the required due date & time will result in a score of zero on that assignment. Please do not wait until the last minute to submit assignments since you will be submitting items over the internet. Technical issues involving your computer or no access to internet service are not acceptable excuses for late work.

**VII. Missing Assignments:** **No make-up** assignments will be allowed. You will receive a zero for each missed assignment.

**VIII. Attendance:** I will take attendance at each class. The first two classes you miss won't have any penalty associated with them. You will lose 10 points if you miss a third class (the maximum allowed).

**IX. Syllabus Change Policy:** I reserve the right to change the syllabus, schedule, and course requirements if deemed necessary due to unforeseen circumstances.

**X. STUDENT CONDUCT AND ACADEMIC INTEGRITY:** Academic integrity is a fundamental tenet of the Winthrop learning community. Academic work depends upon respect for and acknowledgement of the research and ideas of others. Plagiarism is the use of someone else's thoughts, words, ideas, or lines of argument as your own work without appropriate documentation (explicit in-text citation and a listing in Works Cited). Academic misconduct also includes, but is not limited to, receiving unauthorized assistance in the creation of work, unauthorized collaboration, copying or cheating on tests, and submitting the same paper/project for two classes without permission. Academic misconduct is fully defined in the Student Conduct Code in Section 4 (2. Academic Misconduct) and students are responsible for being aware of all possible violations. The English Department has prepared "The Correct Use of Borrowed Information" to explain plagiarism and how to properly cite, but students should follow the recommended citation process suggested by your professor.

**XI. Students with Disabilities:** Winthrop University is committed to providing accessible learning experiences and equal access to education for all students. The syllabus is available in alternate formats upon request. If you are a student with a disability (including mental health concerns, chronic or temporary medical conditions, learning disabilities, etc.) and you anticipate or experience academic barriers due to the condition, please contact The Office of Accessibility (OA) for information on accommodations, registration, and procedures. After receiving approval for accommodations through OA, please make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely manner.

**XII. Use of AI Policy:** The use of generative AI is encouraged with certain tasks and with attribution: You can choose to use AI tools to help brainstorm assignments or projects or to revise existing work you have written. When you submit your assignment, I expect you to clearly attribute what text was generated by the AI tool (e.g., AI-generated text appears in a different colored font, quoted directly in the text, or use an in-text parenthetical citation).

**XIII. Student Responsibilities:** The following statements identify your responsibilities in this course.

1. Ask questions if you do not understand instructions or due dates for assignments.
2. Organize your time to complete assignments on time.
3. Keep up with due dates for assignments and submit them on time.
4. You are responsible for solving technology and internet related issues; these problems cannot be used as an excuse for failure to complete assignments or to participate online.
5. You are responsible for contacting Blackboard technical support for any technical problems.
6. You should communicate with the professor if you need help or clarification.
7. You should complete assignments individually. You should not work in groups or seek help from other people when answering questions on assignments.
8. You are expected to display tolerance for others' views.

**XIV. Civility Statement:** As students of Winthrop University you are a part of a diverse community of students and scholars. In this class, it is expected that you will demonstrate respect for yourself, others, and this campus, and that you will take responsibility for your actions and act in a civil and ethical manner toward those around you at all times.

**XV. Tentative Course Schedule:**

<b>DATE</b>	<b>LECTURE/DISCUSSION</b>	<b>GRADED ASSIGNMENT</b>
8/26	Syllabus Discussion	None
<b>UNIT 1: CAREERS IN BUSINESS + TECHNOLOGY</b>		
8/28	<b>Introduction to business &amp; technology</b>	<b>Assignment #1:</b> In-class Exercise [10 points]
9/2	Speaker: Accounting (ACCT)	
9/4	<b>Lecture/Discussion: ACCT</b>	<b>Assignment #2:</b> Due @ <b>11 pm on 9/3</b> [20 points]
9/9	Speaker: Finance	
9/11	<b>Lecture/Discussion: FINC</b>	<b>Assignment #3:</b> Due @ <b>11 pm on 9/10</b> [20 points]
9/16	Speaker: Management + Marketing	
9/18	<b>Lecture/Discussion: M+M</b>	<b>Assignment #4:</b> Due @ <b>11 pm on 9/17</b> [20 points]
9/23	Speaker: Entrepreneurship	
9/25	<b>Lecture/Discussion: ENTR</b>	<b>Assignment #5:</b> Due @ <b>11 pm on 9/24</b> [20 points]
9/30	Speaker: Technology	
10/2	<b>Lecture/Discussion: TECH</b>	<b>Assignment #6:</b> Due @ <b>11 pm on 10/1</b> [20 points]
10/7	<b>PRESENTATIONS</b>	<b>Assignment #7:</b> In-class Presentations [30 points]
<b>UNIT 2: CAREER READINESS</b>		
10/9	Lecture: Identity	<b>REMOTE CLASS</b> Lecture on Zoom
10/14	<b>NO CLASS</b>	<b>WINTHROP FALL BREAK</b>
10/16	Lecture: Presence	
10/21	<b>PRESENTATIONS</b>	<b>Assignment #8:</b> In-Class Presentations [30 points]
<b>UNIT 3: FINANCIAL LITERACY</b>		
10/23	Financial Literacy Module (FLM) 1: Introduction to Financial Literacy	
10/28	<b>Lecture/Discussion: Intro</b>	<b>Assignment #9:</b> Due @ <b>11 pm on 10/27</b> [20 points]
10/30	FLM 2: Banking and Savings	
11/4	<b>Lecture/Discussion</b>	<b>Assignment #10:</b> Due @ <b>11 pm on 11/3</b> [20 points]
11/6	FLM 3: Understanding Credit	
11/11	<b>Lecture/Discussion</b>	<b>Assignment #11:</b> Due @ <b>11 pm on 11/10</b> [20 points]
11/13	FLM 4: Investing Basics	
11/18	<b>Lecture/Discussion</b>	<b>Assignment #12:</b> Due @ <b>11 pm on 11/17</b> [20 points]
11/20	FLM 5: Insurance & Risk Management	
11/25	<b>Lecture/Discussion</b>	<b>Assignment #13:</b> Due @ <b>11 pm on 11/24</b> [20 points]
11/27	<b>NO CLASS</b>	<b>THANKSGIVING</b>
12/2	FLM 6: Financial planning + Goals	
12/4	<b>PRESENTATIONS</b>	<b>Assignment #14:</b> In-Class Presentations [30 points]
12/12 (Friday) 11:30 am	<b>ONLINE SUBMISSION</b>	<b>Assignment #15: FINAL PAPER</b> [40 points]