**BA 101A: BUSINESS FOUNDATIONS SYLLABUS**

**Linn-Benton Community College – Winter 2020**

**Instructor: Ian Priestman**

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**Office hours:** M/W 3:50 - 4:20pm T/R 11:30-Noon, 3:50 - 4:20pm, 2 - 2:30pm. One hour by appointment. If I do see you during office hours I will assume everything is okay by you! Please do not see me at the end of the course when it might be too late to address your problem

**Office:** Main campus. MKH-119

**BA 101A: BUSINESS FOUNDATIONS SYLLABUS. Winter 2020**

**Section 1: CRN 33901 M/W 2:30 - 3:50pm NSH 110**

**Section 2: CRN 33902 T/R 2:30 - 3:50pm RCH 216**

**Section 3: CRN 34225 T/R 10.00 - 11:20pm NSH 110**

**REQUIRED TEXT AND MATERIAL**

1) Access to [Moodle](https://elearning.linnbenton.edu/login/index.php), Our courseroom software for discussions, assignments, and quizzes

You can access this from Linn-Benton Community College homepage at the top right of the screen click on ‘Quick links, then click Moodle. This will lead you to the Moodle log in page. Here is an orientation video

[https://www.youtube.com/watch?v=IDDn6tPEov](https://www.youtube.com/watch?v=IDDn6tPEovU)

2) Lumen Learning on [Moodle](https://elearning.linnbenton.edu/login/index.php): Lumen is the company who provides our online text and quizzes. Purchase a Lumen access code from your campus bookstore, then follow the instructions provided to enter the code into any quiz page or study plan. You may take up to two quizzes before an access code is required. You can then have an option to purchase directly through Lumen. It will be an issue between the student and Lumen if the student does not have an access code after two free quiz attempts.

3) Access [to](http://www.gcflearnfree.org/) <http://www.gcflearnfree.org>. Students will complete a comprehensive Microsoft Office Excel tutorial (at no cost)

Our tutor at the Leaning Center will help with your course and excel issues.

**COURSE DESCRIPTION:**

First course in a two-course sequence. Introduces the various fields and activities of both established and entrepreneurial businesses. Develops professional skills needed to be successful in modern business and engages in critical reflection around skill sets and career opportunities.

**COURSE OUTCOMES: IMPORTANT!!! Make sure to gather examples of the following outcomes during the course for your term paper. I will help too**

Upon successful completion of this course, students will be able to:

1. Explain key business activities and the primary concepts and terms associated with class activities.
2. Describe how business interacts with the external environment and how this interaction impacts both business and the external environment.
3. Describe the financial, legal, and administrative procedures involved in starting new business ventures.
4. Identify ethical issues facing businesses.
5. Explain current business news from the perspective of different business disciplines.
6. Develop a professional presence and engage in professional development.
7. Work collaboratively on a team-based business project using their foundational business knowledge.

**BEHAVIOR AND EXPECTATIONS**

**NOTE: TWO HOURS WORK OUTSIDE OF CLASS WILL BE REQUIRED FOR EVERY HOUR INSIDE THE CLASSROOM**

Students who will not be able to successfully complete this course should withdraw prior to the end of the seventh (7th) week of the term to avoid receiving a failing grade

Six absences shall result in an automatic course grade of “F” for non-participation. Only excused absences through Center For Accessibility Resources documentation or documented emergencies for yourself only. Documentation must be physically handed in to CFAR within 5 business days (Mon-Fri) of the absence to be excused.

It is expected that you will be available for the final

**https://www.linnbenton.edu/current-students/schedule-and-learn/finals-schedule.php**

**CELL PHONE/LAP TOP POLICY**

**Tune cell phones and lap tops into class related material, otherwise it will be deemed as non participation. Please be respectful of this rule of our learning environment**

**GRADING**

% of Final Grade:

Examinations: Mid term 10%

Quizzes 30%

Note taking exercise 10%

Excel tutorial: 3 Assignments 10%

Presentation 5%

Term paper on Outcomes 10%

Peer evaluations 5%

Participation 20%

TOTAL100%

This class is graded “A” through “F”. Letter grades will be assigned according to the following table:

A 90-100% of total possible points

B 80-89.5%

C 70-79.5%

D 60-69.5% D grades will count to graduate at LBCC but not transfer to OSU

F Below 60%

**MIDTERM 10%**

One multiple choice midterm exam will be administered during the course. **If you cannot take an exam on the scheduled date, you should inform me beforehand so we can arrange for you to take the exam at another time.** The mid term is multiple choice in weeks 7. Closed book

**QUIZZES (20%)**

A quiz will be given on each assigned chapter via Moodle. All registered students have automatic access to Moodle. Follow the instructions. Contact instructor if you have any issues after the first day of school via email. The opening and closing times for each quiz are listed on moodle and will be sent to your lbcc email at least twice during the time the quiz is open. A missed quiz may not be made up. Please do not notify the instructor of problems that prevented the student from taking the quiz, after the quiz has closed.

You should estimate 2 quizzes per week will be required

**PRESENTATION 5%**

**In weeks 10 and 11, you will be required to present in a group. Week 11 presentations will be on finals day.** This presentation will summarize what you have learned on this course in accordance with the outcomes in this syllabus. Basically it is a verbal presentation summary of your term paper. From Winter 2020, Presentations will be over one outcome PER GROUP

**PEER ASSESSMENT 5%**

On final’s day in week 11, each student will complete an anonymous evaluation of their group peers. Since your peer evaluations count towards your final grade for the presentation, regular attendance and contributions are an imperative element of your success.

**EXCEL ASSIGNMENTS (10%)**

The use of spreadsheets has become a ubiquitous element of work in any endeavor. Where spreadsheets were once the sole domain of accountants and engineers, employees in every area of specialization (Operations, Marketing, Management, Human Resources, IT, Production, Finance, & Accounting) are expected to have facility using Excel, manipulating data, and using Excel to communicate effectively in a business environment. The Excel tutorial integrated into this course was selected from numerous tutorials for its clarity, quality, ease of use, and accessibility. The Goodwill Community Foundation (GCF) developed their Excel tutorial (as well as several others) and has made them publicly available for no charge. Anyone can access and view GCF tutorials at any time without prior account established or registration necessary.

You will need a Microsoft Excel for this assignment. For a free Office 2016 downloads, incorporating Excel, visit: [Office.com/GetOffice365](https://products.office.com/en-us/student/office-in-education)

When you are ready to begin, access, download, rename, and save the ‘Starting Sheet’ and ‘Instructions’ for each Excel assignment from our course Moodle site. Upon completion, submit your assignment on Moodle for evaluation. I will let you know whether you have successfully completed the assignment, or if corrections and/or revisions are necessary. **Late assignments will be assessed a 20 % deduction.**

**PARTICIPATION IN CLASS (20%): Ongoing**

“Participation” is assessed by your willingness to take part in class

**Six absences shall result in an automatic course grade of “F” for material non-participation. Absences will be recorded on Moodle so students will be aware if they are in jeopardy. The expectation is that students will attend every class. The use of cell phones and lap tops not tuned into class related material will be deemed as non participation. Participation points can only be given when the student is present (mind and body) for the entire class, meaning from the start through to the end of class**

**NOTE TAKING EXERCISE 10%**

A template of each chapter for you to take notes with will be given. You should electronically hand these completed notes in on the designated days/weeks in the syllabus (10%)

**TERM PAPER 10%**

**The paper will provide evidence that all the outcomes stated earlier in the syllabus have been met. The paper should be posted to Moodle as ‘a paper’ on the designated date. Minimum length of your paper is 1000.** Maximum is 2500 words. An A grade is not possible from the minimum word count. 3 research sources referenced using the APA method should be given.

*GRADING RUBRIC FOR TERM PAPER*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Issues* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Failed to submit*  *0 points* | *No relevant issues addressed*  *5 points* | *Some relevant issues addressed*  *140points* | *Most relevant issues addressed*  *15 points* | *All relevant issues addressed*  *20 points* | |  |
| *Research* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Failed to submit*  *0 points* | *0 sources cited other than the text*  *5 points* | *1 source cited other than the text*  *10 points* | *2 sources cited other than the text*  *15 points* | *3 or more sources cited other than the text*  *20 points* | |  |
| *Spelling*  */Grammar* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Failed to submit*  *0 points* | *10+ errors*  *5 points* | *6 - 9 errors*  *10 points* | *3 - 5 errors*  *14 points* | *0 - 2 errors*  *20 points* | |  |
| *Word Count* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Failed to submit*  *0 points* | *Less than 1000*  *0 points* | *1000 - 1499*  *10 points* | *1500 - 1999. 15 points* | *2500 or marginally over*  *20 points* | |  |
| *On Time* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Failed to submit*  *0 points* | *Post 2 days after deadline*  *2points* | *Deadline + 2 days*  *5 points* | *Deadline + 1 day*  *10 points* | *Up to deadline*  *20 points* | |  |

**SPECIAL ACCOMMODATIONS:**

You should meet with your instructor during the first week of class if:

1. You have a documented disability and need accommodations.
2. Your instructor needs to know medical information about you.
3. You need special arrangements in the event of an emergency.

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [**CFAR Website**](https://www.linnbenton.edu/cfar) for steps on how to apply for services or call **(541) 917-4789**.

**COLLEGE POLICIES**

**LBCC EMAIL AND COURSE COMMUNICATION**

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle.

**DISABILITY AND ACCESS STATEMENT**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [**CFAR Website**](https://www.linnbenton.edu/cfar) for steps on how to apply for services or call **(541) 917-4789**.

**STATEMENT OF INCLUSION**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

**TITLE IX REPORTING POLICY**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](https://linnbenton-advocate.symplicity.com/public_report/index.php/pid073717?) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

**PUBLIC SAFETY** [**Emergency Resources**](http://www.linnbenton.edu/public-safety-emergency-planning)**:**

In an emergency, call 911. Also, call LBCC Campus Security/Public Safety at 541-926-6855 and 541-917-4440. From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a [public safety app](http://lbccpublicsafety.mobapp.at/landing/Desktop) available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

**CAMPUS RESOURCES:**

# **LEARNING CENTER**

<https://www.linnbenton.edu/current-students/study/learning-center/>

**WRITING**

<https://www.linnbenton.edu/current-students/study/learning-center/writing-assistance/>

**LIBRARY**

[**https://library.linnbenton.edu/home**](https://library.linnbenton.edu/home)

# **CHANGES TO THE SYLLABUS.** I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail

**COURSE SCHEDULE -**

For week by week schedule, please see class home page on moodle