

BA 101A: BUSINESS FOUNDATIONS SYLLABUS
Linn-Benton Community College. Fall 2023

Instructor: Ian Priestman

Class: M/W 4 - 5:20pm CRN 26669

T / R 1 - 2:20pm CRN 26670

YOU SHOULD ENGAGE DAILY TO STAY ON TOP OF THE COURSE.

Email: priesti@linnbenton.edu

Office hours: T / R 2:30- 3pm, 5 - 5:30pm

M/W 3:30 - 4pm. 5:30 - 6pm

By appointment

REQUIREMENTS: TEXT AND MATERIAL

1) Access to [Moodle](#). Moodle is our courseroom software for discussions, assignments, and quizzes

You can access Moodle from Linn-Benton Community College homepage at the upper center of the screen click. Click on 'Email & Moodle'. This will lead you to the Moodle log in page.

Here is an orientation video for moodle

<https://www.youtube.com/watch?v=IDDn6tPEov>

2) Lumen Learning on moodle. Lumen is the company who provides our online text and quizzes. There is no book purchase necessary though **you will be expected to buy one quiz access code** either from Lumen's website or the LBCC bookstore (approx \$35). You do not need a code for the first two quizzes (chapters 1 and 2)

COURSE DESCRIPTION:

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.

This is the first course in a two-course sequence. If you are successful, you can sign up to the second course (B) in the two course sequence.

COURSE OUTCOMES:

IMPORTANT!!! GROUP ASSIGNMENT IS BASED ON THESE OUTCOMES (below).

These outcomes might appear complicated at the moment. Don't worry. They will become clearer

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. *In other words, what do businesses do? - See chapter 1*
2. Describe how business interacts with the external environment and how this interaction impacts both business and the external environment. (Social, legal, political, physical, economic, technological) See - 'External forces' - chapter 1
3. Describe the financial, legal, and administrative/managers/entrepreneurial procedures involved in starting new business ventures. *In other words, what will a new business need to do legally, and financially (get funding and 'account' for the funding). How will the business be managed ('administered')- See chapter 1. 'Functional Areas' and chapter 4 'How businesses raise capital' and chapter 5 and 7*
4. Identify ethical issues facing businesses - See chapter 6.
5. Explain current business news from the perspective of different business disciplines. *In other words, the departments of marketing, accounting, human resources, finance, and operations*
6. Develop a professional presence and engage in professional development. *In other words How should you conduct yourself at work and as a student?*
7. Work collaboratively on a team-based business project using their foundational business knowledge. *In other words, what works in a team*

BEHAVIOR AND EXPECTATIONS

NOTE: Students who will not be able to successfully complete this course should withdraw prior to the end of the course to avoid receiving a failing grade

The absence of 6 quiz grades will have to be an F grade

Center For Accessibility Resources: documentation or documented emergencies are considered. Documentation must be sent to CFAR within 5 business days (Mon-Fri) of the absence to be excused.

GRADING

| | % of Final Grade: |
|-----------------------------|-------------------|
| Examinations: Mid term | 10% |
| Final | 20% |
| Quizzes | 50% |
| Group Assignment | 10 % |
| Peer evaluations/Assessment | 5 % |
| End of class quizzes | 5 % |
| | 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%

EXAMINATIONS

A multiple choice midterm and final exam.

No show = no grade.

Students who miss the midterm despite many reminders beforehand are usually not engaged with the course. Please do not be one of those students

QUIZZES (50%)

A quiz will be given on each assigned chapter via Moodle. All registered students have automatic access to Moodle. Contact the instructor if you have any issues after the first day of school via email. A missed quiz may not be made up though Moodle will drop your lowest quiz score. **If you have problems with the quiz, please notify the instructor before the quiz has closed. After week 2 you will need to buy a quiz access code (approximately 35\$)**

For some weeks, 2 quizzes per week will be required

GROUP ASSIGNMENT 10%

At the end of term, you will be required to post an assignment that you worked on in a group to Moodle. This assignment is in the form of an essay, not a presentation and must be done in a group. **An assignment done by an individual will not be graded** unless all other

members are no shows. If this is the case, remaining group members will be allocated another group or a reduced word count can be negotiated with the instructor

The assignment will summarize your group's learning on this course in accordance with the outcomes (above) in this syllabus.

I grade the group assignment on an individual group member basis - Your group assignment grade cannot be higher than the grade your peers award you in your peer group assessment grade. As an example if a student is awarded 70/100 peer assessment by their group, they can't benefit from the group receiving a grade of 100% for the group assignment ie 70/100 would be the maximum they can hope for.

Student names should be **on the section of the assignment** they contributed to. All students should contribute to all submissions of the group assignment, even by proof reading, editing or sending the assignment on Moodle

PEER ASSESSMENT 5%

After the group assignment is submitted, each student will complete an anonymous evaluation of their group peer's efforts in working on the group assignment. Regular contributions by you to the group assignment are an imperative element of your peer assessment grade. If you do not complete a peer assessment on your group members, you can not receive the points your group members award you. **This happens EVERY TERM. Take note.**

There is regular tutoring if you need it. See link below

<https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/tutoring/index.php>

End of class quiz

In class on random days

SPECIAL ACCOMMODATIONS:

You should contact 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](#) 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](#) 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](#) 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](#):

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](#) 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:

HELP DESK for tech problems

- **Call: (541) 917-4630**
- **Text: (541) 704-7001**
- **Email: student.helpdesk@linnbenton.edu**
- **Zoom video call: <https://linnbenton.zoom.us/j/378925867>**
- **For after-hours Moodle support, call 541-497-7308**

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>

TUTORING

linnbenton.edu/tutoring-center.

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 a week by week schedule, please see class home page on moodle.