

BA 101A: BUSINESS FOUNDATIONS DRAFT SYLLABUS
Linn-Benton Community College Summer 2020

You should know that this class is a condensed 5 week course, therefore it is a fast paced. We do not lighten the workload from the usual 11 week course. Successfully complete the course and it will allow you to progress to the 101 B class in the second half of the Summer term

Instructor: Ian Priestman

Class: online Zoom on Monday of each week 10am

Email: priesti@linnbenton.edu

Office hours: Monday 11am -12 noon. If you do not contact me during office hours I will assume everything is okay by you! Please do not email me at the end of the course when it might be too late to address problems **Office:** Zoom room <https://linnbenton.zoom.us/j/117682848>
(For office hours only. The zoom classroom is below

Zoom Class Details. Monday of each week 10am

Join Zoom Meeting. <https://linnbenton.zoom.us/j/378925867>

Meeting ID: 378 925 867. Password: Bizintro

Join by Skype for Business. <https://linnbenton.zoom.us/skype/378925867>

REQUIREMENTS: TEXT AND MATERIAL

1) Access to [Moodle](#), 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>

2) Lumen Learning on [Moodle](#): Lumen is the company who provides our online text and quizzes. Purchase a Lumen access code from your campus bookstore, (or from Lumen) then follow the instructions provided to enter the code into any quiz page or study plan. After you have entered a code from Lumen, your text can be found within our Moodle classroom. There will be little time to wait around for books and codes as this class is compressed from 11 weeks into 5 weeks

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>. This website will help you **practice** for the Microsoft Office Excel assignment in this class

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 in this 5 week compressed course (A), you can progress to the second course (B) in the two course sequence.

COURSE OUTCOMES:

IMPORTANT!!! YOUR INDIVIDUAL AND GROUP ASSIGNMENTS ARE BASED ON THESE OUTCOMES. Make sure to gather and record examples of the following outcomes during the course. 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. *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 disciplines 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 assignment grades 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 sent to CFAR within 5 business days (Mon-Fri) of the absence to be excused.

GRADING

	% of Final Grade:
Examinations: Mid term	10%
Quizzes	30%
Excel tutorial: 3 Assignments	10%
Group Assignment	20 %
Individual Assignment	20%
Peer evaluations	10%

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. **You should be available on the assigned date.**

QUIZZES (30%)

A quiz will be given on each assigned chapter via Moodle. All registered students have automatic access to Moodle. 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 after the quiz has closed.**

You should estimate 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 a Moodle discussion board. This assignment will summarize what your group have learned on this course in accordance with the outcomes (highlighted above) in this syllabus. Basically the assignment is a summary of the group’s learning from **six of the seven outcomes.** I grade the group assignment on an individual group member basis - Your individual group assignment grade cannot be higher than 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 paper ie 70/100 would be the maximum they can hope for.

PEER ASSESSMENT 10%

After the group assignment is submitting, each student will complete an anonymous evaluation of their group peer’s efforts in working on the group assignment. Since your peer evaluations

count towards your final grade for 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 will not receive the points your group members award you. This happens EVERY TERM. Take note

EXCEL ASSIGNMENTS (15%)

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 **to practice** for our excel assignment at any time without prior account established or registration necessary. **This is not the actual excel assignment that I use to assess you.** The **actual** Excel assignment is in our class moodle site under under the student resources section and is named [Excel Assignment #1](#):

You will need a Microsoft Excel for this assignment. For a free Office 2016 downloads, incorporating Excel, visit: [Office.com/GetOffice365](https://www.office.com/GetOffice365). This has slightly reduced functionality but will be acceptable for the assignments without penalty

Upon completion, submit your assignment on Moodle to deadline. 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. There will be help with your excel from the Learning Center. Contact Norah Wang at the Tutor Center or the Colleges Skills Zone (now named Academic Coaching) or Brandon Admire: badmire4237@gmail.com**

INDIVIDUAL ASSIGNMENT 20%

The paper will provide evidence that you have met all the outcomes highlighted earlier in the syllabus.

The paper will be written over the 5 week duration of the course.

The formal paper should be posted to Moodle in week 4.
Here is the grading rubric to show how I grade you.

<https://docs.google.com/document/d/1y3MjRZdgXNhsBNX9DVn2oIDROAdSDIievWISQpt9bzM/edit?usp=sharing>

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:

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>

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