**BA 101A: BUSINESS FOUNDATIONS SYLLABUS**

**Linn-Benton Community College – Winter 2019**

**CRN 33901 M/W 2:30 - 3:50pm NSH 206**

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

**Instructor: Ian Priestman** **OFFICE HOURS: M - R. 2-2:30pm T 11-12pm R 10-11pm One hour by appointment**

**Albany Office:** MKH-119 **Phone:** 541-917-4261

**Email:** priesti[@linnbenton.edu](mailto:beanm@linnbenton.edu)

**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.

**REQUIRED TEXT, INTEGRATED ENROLLMENTS, AND MATERIAL:**

1) Access to [Moodle](https://elearning.linnbenton.edu/login/index.php),

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.

2) Lumen Learning on [Moodle](https://elearning.linnbenton.edu/login/index.php): Purchase an 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.

3) Access [to](http://www.gcflearnfree.org/) <http://www.gcflearnfree.org>. Students will be complete a comprehensive Microsoft Office Excel tutorial (at no cost) in either a) The online class directly through GCF, or b) The “self-paced” version of the same tutorials and assignments through the BA101 course Moodle site. An orientation of this element will also be provided during the first day of class.

4) Three Scantron answer sheets (for the two midterms and final); available at the Bookstore, .20 cents each.

**COURSE OBJECTIVES:**

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.

**EVALUATING STUDENT LEARNING:**

% of Final Grade:

Examinations: 30% (3 x 10% each)

Quizzes 30% (15 x 1% each)

Excel tutorial: 10% (3 x 4% each)

Career Path Presentation/Assignment 15 % (includes peer evaluations = 5%)

Participation in class 15%

TOTAL 100%

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

**GRADING:**

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%

C 70-79%

D 60-69%

F Below 60%

**Note:** Punctual, regular attendance is an essential element of your success in BA 101A. Attendance will be taken on a regular basis, as students will be involved in an ongoing Business Case Study. Every absence diminishes the quality of the Business Case Study. Each student is expected to assume responsibility for their fair share of the Business Case Study.

In Week 10, each student will complete an anonymous evaluation of their group peers. Since your peer evaluations count for 5% of your final grade for the Business Case Study Project, regular attendance and contributions are an imperative element of your success. **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.**

**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.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) [Online Services webpage](https://cascade.accessiblelearning.com/LBCC/) every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](http://www.linnbenton.edu/cfar) for steps on how to apply for services or call 541-917-4789.

**LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](http://linnbenton.edu/42145BA0-3DCC-11E3-AA36782BCB47BBE7). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public report](http://linnbenton-advocate.symplicity.com/public_report).

**COURSE PROGRESSION & IMPORTANT DATES: (Quizzes/Case Study Questions due the following Sun by 5:00p)**

**WEEK**

1. Course orientation & introductions. Moodle and Chapter 1 –
2. Chapter 2 Chapter 3
3. Chapter 4 Chapter 5. Midterm Review ***Excel Assignment 1 due 11:55pm Sunday. Holiday***
4. **Midterm Exam. I** Chapter 6 –
5. Chapter 7 Chapter 8 – ***Excel Assignment #2 due 11:55pm Sunday***
6. Chapter 9 Chapter 12 Holiday
7. Midterm Review **Midterm Exam. II**
8. Chapter 13/14 ***Excel Assignment #3 due 11:55pm Sunday***
9. Chapter 15 Chapter 16
10. Chapter 16 Chapter 17 ***Career Path Writing Assignment due Sunday***
11. **Final exam Mon/Wed class 3 - 4:50pm. Tues/Thurs 4:30 - 6:20pm**

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

**EXAMINATIONS (3 x 10% ea. = 30%):**

Two midterm exams and a final exam will be administered during the course. Each exam will consist of multiple-choice and/or true-false questions over the assigned chapters. The first midterm will cover chapters 1 through 5. The second midterm will cover chapters 6, 7, 9, 10 & 12. The final will cover chapters 13, 14, 15, 16, & 17. **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.** Exceptions to this policy may be made for valid emergencies.

**QUIZZES (30%)**

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 for each. A missed quiz may not be made up. Please do not notify me of problems that prevented you from taking the quiz, after the quiz has closed.

**PRESENTATION AND PAPER 15%**

**In weeks 10 and finals day you will be required to present in a group, what you have learned on our course.** This presentation will includes a section onhow you will prepare yourself to get the chosen job and what you will need to do to attain it. Include an outline of a time frame. You will also do a site visit where you network to meet someone with the current career and include details of the meeting in your presentation. **The presentation should be posted to Moodle as ‘a paper’ on the designated date. Minimum length of your paper: 1-2 pages, single spaced.** Research sources referenced using the APA method should be given on the specific career that you have found an interest in.

**EXCEL ASSIGNMENTS (10%) - (Mandatory)**

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. For a free Office 2016 downloads, 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 the 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 -2% deduction. IMPORTANT NOTE: The Excel assignments are required elements of the course. On time (or not), you must successfully complete all 3 Excel assignments to receive a grade for the course by Sunday of week 8 at 11:59pm.**

**PARTICIPATION IN CLASS (15%): Ongoing**

“Participation in class” is assessed by your willingness to take part in class discussions on Moodle. These will be outside of the Salty Paws Case Study Questions on Moodle.

**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.**

*GRADING RUBRIC*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| *Issues* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Failed to submit*  *0 points* | *No relevant issues addressed & no responses*  *18points* | *Some relevant issues addressed & 2 responses*  *21points* | *Most relevant issues addressed & 3 responses*  *26points* | *All relevant issues addressed & 4 responses*  *30points* | |  |
| *Research* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Failed to submit*  *0 points* | *0 sources cited other than the text*  *18 points* | *1 source cited other than the text*  *21 points* | *2 sources cited other than the text*  *26 points* | *3 or more sources cited other than the text*  *30 points* | |  |
| *Spelling*  */Grammar* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Failed to submit*  *0 points* | *10+ errors*  *18 points* | *6 - 9 errors*  *21 points* | *3 - 5 errors*  *26 points* | *0 - 2 errors*  *30 points* | |  |
| *Word Count* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Failed to submit*  *0 points* | *Less than 1000*  *18 points* | *1000 - 1249*  *21 points* | *1250 - 1499*  *26 points* | *1500 or marginally over*  *30 points* | |  |
| *On Time* | |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Failed to submit*  *0 points* | *Post 2 days after deadline*  *18 points* | *Deadline + 2 days*  *21 points* | *Deadline + 1 day*  *26 points* | *Up to deadline*  *30 points* | |  |