

BA 101A: BUSINESS FOUNDATIONS SYLLABUS
Linn-Benton Community College Fall 2021

Instructor: Ian Priestman

Class: No mandatory meeting.

YOU SHOULD ENGAGE DAILY TO STAY ON TOP OF THE COURSE. Attend the weekly zoom meetings or watch the Zoom recordings.

Email: priesti@linnbenton.edu **As I teach multiple classes, I will have to return emails that do not include the class course number (CRN)**

Office hours: Online Zoom on Monday of each week. 2pm I will go over the work due that week. Personal, confidential questions are answered through email. If you do not attend zoom sessions, they are recorded for later viewing. If I don't hear, I will assume everything is okay by you! Please do not wait until the end of the course when it might be too late to address problems.

Click on this link to join the Zoom Meeting. <https://linnbenton.zoom.us/j/378925867>

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 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

<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 but you must purchase a Lumen access code from your campus bookstore, (or from Lumen) to take the quizzes. Follow the instructions provided to enter the code into any quiz page or study plan. After you have entered a code from Lumen, your quizzes can be found within our Moodle classroom.

You may take up to two quizzes free 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 assignments in this class. We will visit the site in my zoom sessions

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).

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 are allowed. 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	35%
Excel tutorial: 3 Assignments	10%
Group Assignment	10 %
Individual assignment	10%
Peer evaluations/Assessment	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 will be administered during the course. **No show=no grade.** Students who miss the midterm despite many reminders before hand are usually not engaged with the course. Please do not be one of those students

QUIZZES (35%)

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 Moodle. This assignment is in the form of an essay, not a presentation. It will summarize your group's learning on this course in accordance with the outcomes (highlighted above) in this syllabus.

I grade the group assignment on an individual group member basis - Your 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 assignment ie 70/100 would be the maximum they can hope for.

Student names should be attached to the section of the assignment they contributed to. This will be your individual assignment (ie your individual assignment is given to your group to be your contribution to the group assignment) In other words, you get a two for here (two for the price of one). All students should contribute to the final written assignment.

Doing the entire group assignment as an individual, is not a group assignment unless all other members are no shows. If this is the case, a reduced word count can be negotiated with the instructor

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**

EXCEL ASSIGNMENTS (10%) <https://edu.gcfglobal.org/en/excel2016/>

This website offers **practice** for our excel assignments. **This is not the actual excel assignment that I use to assess you.** The **actual** Excel assignments are in our class moodle site under the student resources section. The first of three is named [Excel Assignment #1](#): After practicing using the link above, you can also engage with the business tutors in the LBCC Learning center through this link:-

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

Excel assignment requirements:

This is not a Google assignment. You will need 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. **If you download this free software, make sure you complete all 5 steps otherwise you will have problems later. Using Apple Macs you will have difficulty in opening and submitting the work sheets**

Upon completion, submit your assignment on Moodle to deadline. Please do not leave the completion of these assignments till near the deadline. You might need to contact the learning center tutor and this might involve a delay.

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 at a 20 % deduction.

WEEKLY CHECK IN (Extra credit)

Check in for the week requires you to type two words - “Checking in” at the start of each week and acknowledging the work due. If the work is done at the end of the week, you will score 5 points each week. That’s 50 points total extra credit for checking in and doing the weekly work

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**
- **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>

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.