

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: BADM 120 Introduction to Business

Number of Credits: 3

Pre/Co-requisites: None

Instructor: Penny Belgarde

Phone: 701-858-4339 Office

Office Hours: By appointment

Email: penny.belgarde@dakotacollege.edu

Lecture/Lab Schedule: Online

Textbook(s) Required: Business Foundations – A CHANGING WORLD, 12TH Edition, Authors: Ferrell, Hirt, and Hirt, ISBN: 978-1-26048882-1 (loose-leaf edition) or 978-1-260-08836-6 (bound edition)

General Education Goals/Objectives or CTE Competency/Goals:

CTE Competency/Goal #1 – Employs industry specific skills in preparation for workplace readiness.

Course Description:

An introduction of basic business principles and functions. This study will include types of business ownership, accounting finance, marketing, management and the legal and regulatory systems that affect business.

Course Objectives: After taking this course students should be able to:

- Understand basic terms and concepts related to business
- Explore the role and relationship of business with economic, social, and political environments
- Identify and describe functional areas of business
- Analyze ethical and social issues related to business operations
- Identify areas of business that are of particular interest to the student in terms of further study or potential careers

Course Requirements:

1. Completion of assignments, tests, discussions, and final research paper are required.
2. There will be three tests and a final research paper in this course.
3. Grading is the accumulation of assignments, discussions, tests, and final research paper for total points.

Grading Scale:

90-100 = A
80-89 = B
70-79 = C
65-69 = D
Below 65 = F

Assignments Due Dates:

Assignments: Late work will incur point deductions which is 10% off in points for each day it is late. Any assignment turned in after 3 days will result in a 0. This is the policy for all assignments. Participation is expected. You are responsible for the

activities for each weekly module. If you know of a conflict ahead of time, you are welcome to request to submit assignments early or notify your instructor before the assignment due date.

Discussions: Discussions are due when the due date is indicated. There will be no late submissions allowed for discussion to ensure all students participate and provide meaningful discussion throughout the week.

Tests: Tests are due when the due date is indicated. There will be no late submissions, unless arrangements were made ahead of time and an acceptable excuse to missing.

Total Points Available:

| | Total Points | Percentage of Course |
|--------------------------------|---------------------|-----------------------------|
| Assignments: | 562 | 54% |
| Discussions: | 165 | 16% |
| Tests: | 213 | 20% |
| Final Business Research Paper: | 100 | 10% |
| Total Course Points | 1,040 | |

16 Week Course Outline:

| Week | Content Covered | Total Weekly Points | TESTS |
|--------------|---|---|--------------------------------|
| Week 1 | Introductions Dynamics of Business & Economics | 63 | |
| Week 2 | Business Ethics and Social Responsibilities | 64 | |
| Week 3 | Business in a Borderless World | 37 | |
| Week 4 | Organization of a Business | 66 | |
| Week 5 | Small Business, Entrepreneurship, and Franchising | 122.5 (54.5 weekly assignment points and 68 test points) | TEST: Chapters 1-4 |
| Week 6 | Nature of Management | 31 | |
| Week 7 | Organization, Teamwork, and Communications | 42.5 | |
| Week 8 | Managing Operations and Supply Chain | 26 | |
| Week 9 | Workplace Motivation & Human Resource | 133 (58 weekly assignment points and 75 test points) | TEST: Chapters 5-8 |
| Week 10 | Managing Human Resources | 60 | |
| Week 11 | Marketing | 55 | |
| Week 12 | Digital Marketing & Social Media | 46 | |
| Week 13 & 14 | Business Financials (Accounting & Money) | 154 (84 weekly assignment points and 70 test points) | TEST: Chapters 9, 10, 11, & 12 |
| Week 15 | Current Event or News Story | 40 | |
| Week 16 | Start Final Business Research Project | | |
| Finals Week | Final Business Project Due: Wednesday, May 13 | 100 | |
| | | <i>Total Course Points = 1,040</i> | |

Assignments Due Dates: Late work will incur point deductions: 10% off in points for each day it is late. Any assignment turned in after 3 days will result in a 0. This is the policy for all assignments. Participation is expected. This is an online course and it expected that you are present and active each

week. You are responsible for the activities for each weekly module. If you know of a conflict ahead of time, you are welcome to submit assignments early or notify prior to the assignment due date.

Student Email Policy: Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity: To plagiarize is to "steal and pass off the ideas or words of another as one's own". Plagiarism will not be tolerated in this course. If a student is suspected of cheating, plagiarizing, not doing their own work, it will be investigated. Any student found to engage in academic dishonesty (including letting others cheat off you) will receive an automatic "F" in the course. Additionally, the incident will be reported to the appropriate University office and additional action may be taken.

Title IX: Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the college as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including non-consensual sexual intercourse, sexual harassment, relationship violence, or stalking, know that help and support are available.

DCB has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The College strongly encourages all students to report any such incidents to the College Title IX Coordinator.

Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. www.dakotacollege.edu/student-life/safety/title-ix

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please contact Disabilities Services at 701-228-5672.

Relationship to Campus Theme:

Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. This course will emphasize communications and the diverse makeup of the business community, which enhances the "Human" nature.