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

Number of Credits: 3

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.

Pre-/Co-requisites: None

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

Instructor: Penny Belgarde, DCB Adjunct Instructor

Office: N/A

Office Hours: As Needed, Contact me through email to set up a phone meeting or correspond through Blackboard or email.

Phone: N/A

Email: penny.belgarde@dakotacollege.edu

Lecture/Lab Schedule: This is an asynchronous online course.

Textbook(s): 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)

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

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**	

Tentative 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: May 13 - Finals Week	100	
		Total Course Points = 1,040	

Classroom Policies: N/A

General Education Competency/Learning Outcome(s) <u>OR</u> CTE Competency/Department Learning Outcome(s): Goal #1 is Employs industry specific skills in preparation for workplace readiness. Goal #2 is Employs management of information procedures.

Relationship to Campus Focus: 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.

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: According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs: Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

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. 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 a student tells 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. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

AI Student Policy:
Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	- Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. - Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use

	of generative AI will enhance the learning experience for the assignment. • In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	• Determine if the use of generative AI could enhance student learning in any assignment of project. • Clearly indicate in all course syllabi if generative AI is allowable for any academic work. • If allowable, give specific parameters for how and when generative AI may be used. • If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.