



Fundamentals of Business BUSN 120 ONLINE COURSE SYLLABUS

Instructor Information

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Pearson eCollege Helpdesk 24/7

If you have technical questions, contact the Pearson eCollege Helpdesk at 877-740-2213 (or email them by at helpdesk@ndscsonline.org). They do not answer homework questions, refer those to me

Course Description

Fundamentals of Business (FOB) BUSN 120, is an introduction to the basic principles of business organizations and enterprises in society which provide a function for personal business and entrepreneurial decision making. FOB is beneficial for individuals as employees or entrepreneurs. It explores the American business system, ownership forms, labor-management relations, banking and finance, risk management, the legal environment and government's role in businesses

Textbooks

I am using a text this year with some wonderful resources and best of all this text is available to read entirely free online at <http://www.flatworldknowledge.com/ann.smithndscs.edu/fundamentals-business>

This text is available at the NDSCS Bookstore or you may purchase this text directly from <http://www.flatworldknowledge.com/ann.smithndscs.edu/fundamentals-business>. There are many other options available so be sure to explore the web site. You can purchase an audio book, access to quizzes, flash cards and audio glossary. Every student learns differently so choose the option that fits you style best. Please ask me any questions about the text!!!

Learning Outcomes

Upon completion of this course, the student will be able to:

- ◆ Broaden the understanding of the American free enterprise system.
- ◆ Describe the opportunities and risks associated with globalization in business.
- ◆ Demonstrate an appreciation for behaving ethically in a diverse business environment.
- ◆ Examine how businesses operate in our modern political, social, and economic environment.
- ◆ Provide a background in the legal elements and characteristics of business enterprise.
- ◆ Identify the role of entrepreneurship.
- ◆ Identify information technology tools used in business including the Internet and online business.
- ◆ Clarify aspects of business functions including management, organization, human resources, marketing, accounting, finance, and ethics.
- ◆ Describe how the Federal Reserve and stock market operates.
- ◆ Learn about business career opportunities available.

Email Accounts

NDSCS students are to setup an [NDSCS Live email account](http://www.ndscs.edu/currentstudents/email/live/) and use it exclusively to ensure the lines of communication with your instructor and NDSCS are not broken, which often happens with other email providers. You can setup your email account at: <http://www.ndscs.edu/currentstudents/email/live/>.

The NDSCS e-mail system provides students with an entire suite of services such as:

- ◆ . 25 gigabytes of file storage
- ◆ . web-based Microsoft Office products
- ◆ . file sharing
- ◆ . instant messaging and more
- ◆ Once you have set up your "Live" account, be sure to update your email information for your online courses. After logging into eCollege, click **My Profile** in the upper right corner, and enter the new address so you continue to receive communications from the college.

If you need help, contact the NDSCS IT Helpdesk at 800-342-4325 ext 2523 or ndscs.helpdesk@ndscs.edu.

Student-Instructor Communications

- ◆ You can contact me in any way that is easiest and best for you in the particular instance. There are several areas inside the course area that you can post a message. Keep in mind that these posted comments are visible to everyone enrolled in the class. Many times this is appropriate and exactly what you want; at other times you may have comments or questions that you want to be more private. At these times please contact me by email or by phone.
- ◆ I will check my email regularly during the work week, I need **you** to do the same! It is **critical** that you check your email at least every 24-48 hours. Keep in mind that your instructor **will not** be available 24 hours a day. I will check my email, voice mail, and online office messages on a regular basis, but there may be times when I am unavailable due to other commitments and job responsibilities. I will respond to email, voice mail, or online office messages as time allows. As a general rule, you can expect your direct question to be answered within 24 hours during week days.
- ◆ If I expect to be unavailable for more than 24-48 hours, I will notify you by email or post an announcement. I will appreciate it greatly if you would do the same.
- ◆ When sending an email from within the course or from your regular email, **please include your full name** so I know to whom I'm responding. Often, the email addresses do not indicate who is sending the message.

Access Policy: Computer Failures and Viruses: Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will **NOT** be accepted. Review the Access Policy (Appendix A) to learn how you can take a proactive approach to your online success

Course Policies and Procedures

Students with Disabilities:

If you plan to request disability accommodations, you are expected to register with the Disability Support Services (DSS) Office, Room 215, Mildred Johnson Library, 701-671-2623, as early as

possible in the term. Or call toll free at 1-800-342-4325 (ext. 32623) or email Mindi.Bessler@ndscs.edu

Student Attendance: Regular attendance and completion of all internet assignments, video questions, discussions, quizzes and test on time and as scheduled is important to your success in this course. Points may be deducted for late work. Please notify myself or NDSCS Distance Education if you are experiencing extenuating circumstances that prevent you from attending class. I expect you to "check in" with the class at least FIVE times per week.

As your instructor, if I am unexpectedly unavailable and may be delayed in reviewing or correcting assignments, I will notify the class of this as a sign of courtesy and respect.

Online Discussions: The online discussions are required activities, and full participation is essential for your success of this course. Refer to the specific Discussion expectations under Discussion Grading Criteria.

Online Student Participation and Conduct Guidelines: The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines (Appendix B – in the course shell the appendices are linked to the document) for future reference.

NDSCS and I, as the instructor, will not be responsible for the content of any personal messages which are sent from one student to another using the online email delivery system.

Students are expected to adhere to accepted codes of ethical, personal, and civil conduct when conversing online, using email, or engaging in any chat sessions or discussions. Failure to abide by such codes of conduct and netiquette (communication courtesy code) may result in being asked to withdraw from the class and receive a failing grade.

Proctor Form: Academic integrity is important to NDSCS, the instructor, and yourself. To ensure academic integrity to this online course, a completed Exam Proctor Form is required. A proctor will monitor you while you take exams to ensure that it is really you taking the exam.

Possible proctors are job service employees, librarians, college or public school administrators or instructors, or a supervisor. A proctor should *not* be a co-worker, personal friend, spouse or relative of the student, or a current NDSCS student.

Review the Exam Proctor form, print it, and then have it completed by someone who agrees to proctor you during the online exams.

Assignments: Please follow the order of chapters as listed within the Course Schedule.

Assignments and quizzes within each chapter are **due within specified time frames**. Refer to the Schedule for specific due dates.

Assignments not completed by the specified deadline but submitted late will have **grade points deducted** at instructor's discretion.

No points will be assigned for incomplete assignments. Be prepared to spend **at least six (6) hours per week** in the online class, studying, and completing assignments.

Submitting Assignments

All assignments should be turned in via the chapter **Dropbox** unless otherwise specified.

It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor by telephone to make other arrangements.

Technical Problems and Assignment Delivery

You are **strongly encouraged** to make backup copies of your assignments and communications with the instructor to avoid losing data in the case of technical issues. Computer crashes and disasters are bound to happen. Keep in mind, however, that I do not view internet-service provider (ISP) problems as an excuse for turning in your work late. *At the first sign* of problems, contact your ISP immediately.

NOTE: It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor by telephone to make other arrangements.

Help Desk: For technical problems like not being able to view a page, slowness issues, problems viewing video or hearing audio, things not working as they should, please contact the 24/7 eCollege helpdesk at (303) 873-0005, or email them by at helpdesk@ndscsonline.org. They do not answer homework questions; send those to me.

Grading Policy:

Grading Criteria: Your performance in this class will be based on the quality, accuracy and timeliness of assignments, discussions, quizzes, and exams. Every student in this class can receive an A if they complete the required 90%. I do not grade by the standard deviation method. It is up to you to complete all of your work!! Those of you with "test anxiety" will notice that only 20% of your grade is based on the tests. I want this to be an interactive class. My philosophy is that in the real world you are not given a test every two weeks in order to get a pay check. I am more concerned that you show up for your job and get your work done on a daily basis.

Assignments not completed by the specified deadline but submitted late will have **10% of grade points deducted** at instructor's discretion.

Letter grades will be awarded as follows:	Grading Criteria will be based as follows:
90%-100% = A	<ul style="list-style-type: none">• Quizzes = 20%• Internet Assignments = 15%• Video Assignments = 15%• Discussion = 15%• 4 Comprehensive Chapter Tests = 20%• Stock Market Game = 10%• Pre Test & Post Test (Final)= 5%
80%-89% = B	
70%-79% = C	
60%-69% = D	

Make up Policy: Occasionally students may have extenuating circumstances which can prevent them from completing the course work on time. If you find yourself falling behind because of forces beyond your control, please let me know as soon as possible. I will ask you to give me a schedule as to when you think you will be able to complete the work and will not penalize your grade unless you fail to "makeup" the work. You may request an extension through NDSCS Distance Education

Discussion Grading Criteria: The online discussions are required activities, and full participation is essential for your success of this course. After you post your response to the discussion topic, you must post two responses to other students during the assigned discussion by the due date. Students in my on-campus classroom are expected to contribute verbally on a daily basis. This is your opportunity to express your opinions. I usually find that online students will contribute more because they do not have to talk out loud. One of the number one human fears is public speaking .. just after the fear of heights.

BEST	Pts	GOOD	Pts	MINIMUM	Pts
You respond with an opinion or information pertinent to the topic. Use two or more complete sentences.	10 max	You respond with an opinion or information that is pertinent to the topic but in only one sentence.	8 max	You respond with an opinion or information not pertinent to the topic.	5 max
You not only post your thoughts, but also post reaction to another student as described above.	5 max	You not only post your thoughts, but also post reaction to another student as described above.	4 max	You not only post your thoughts, but also post reaction to another student as described above.	3 max
0-1 spelling or grammar errors	5 max	2-3 spelling or grammar errors	3 max	4 or more spelling or grammar errors	2 max
<i>Total Possible Points Rubric #1</i>	10 max	<i>Total Possible Points Rubric #2</i>	8 max	<i>Total Possible Points Rubric #3</i>	5 max

Program Assessment Outcomes for Business Administration and Management Department

1. Prepare students for mid-management level employment in business.
2. Encourage and develop entrepreneurial opportunities for self-employment.
3. Provide general education and related instruction to allow students to grow within their chosen occupational field.
4. Develop students' abilities in human relations, communications and other aspects of general education.
5. Earn an Associate of Applied Science degree and be eligible for transfer to a four-year institution.

Academic Integrity: Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer

to the NDSCS Student Planner or College Catalog under [College Policies and Basic Regulations of Conduct](#).

Types of Misconduct

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Fabrication: Intentionally and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.