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<b>COURSE TITLE:</b>	<b>BUS1000 – 01:</b> Foundations of Business		
<b>DESCRIPTION:</b>	This is an introductory business course surveying the business environment and functional areas of business practice. Class activities examine current practices and develop group decision-making, analysis, and presentation skills.		
<b>SEMESTER:</b>	Fall 2017	<b>COURSE START:</b> Monday, Aug 28 <sup>th</sup>	<b>CLASS HOURS:</b> 11:00-11:50 a.m.
<b>COURSE MATERIAL:</b>	Ferrell, O. C., Hirt, G., & Ferrell, L. (2016). <i>Business: A changing world (10 ed)</i> . Tata McGraw-Hill Education. ISBN: 978-1259179396		
<b>INSTRUCTOR:</b>	James Fogal	<b>E MAIL:</b> jfogal@ndnu.edu	<b>PHONE:</b> 650.508.3735
<b>OFFICE HOURS:</b>	30 minutes following each class or by prearranged appointment.		

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**ACADEMIC HONESTY:** Academic honesty is a cornerstone of our values at NDNU. If any words or ideas used in an assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Consult the NDNU Student Handbook regarding consequences of misrepresenting your work.

**PRIVACY and CONFIDENTIALITY:** One of the highlights of the NDNU academic experience is that students often use real-world examples in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary.

**LEARNING and OTHER DISABILITIES:** If you have a learning disability or other circumstance that requires accommodations in this class, you must bring it to the attention of Program for Academic Support and Services (PASS) to arrange for possible accommodations (650-508-3670).

**ONLINE CLASSROOM:** In addition to meeting in person there will be a companion online classroom to submit assignments. To access the online site, go to the website <http://sbmonline.ndnu.edu/> and click on this course title to access. Learners are responsible for having continual access to a PC or MAC with an Internet Connection capable of accessing and working within Moodle. In the event there are computer problems, you are responsible for having backup access to an operational computer that can access the Internet and the course (e.g., library or computer labs). There is no excuse for not having access to a computer even if one is far away from the campus or in another state or country

**WRITTEN ASSIGNMENTS:** The School of Business and Management requires the use of the American Psychological Association (APA) publication guidelines as a standard for all papers.

**NO LATE HOMEWORK IS ACCEPTED:** This is a paperless course with all assignments submitted online in MOODLE which is accessible 24/7. Ample time is given for the submission of all assignments.

**EXTRA CREDIT:** None prescribed.



SYLLABUS UPDATES: Refer to this online syllabus for course assignments. You will be notified of any changes made to the syllabus. In all circumstances University policies will be strictly adhered to.

WORKLOAD: In addition to class attendance, it is estimated you will invest six (or more) hours per week outside of class. The distribution of average weekly hours of instruction/study for this class will follow that norm, equaling a total of 9 hours a week, generally in accordance with the following:

Distribution of Average Weekly Hours of Instruction/Study = Total of 9 per week

Classroom:	3
Readings, Note-taking, and Research	2
Assignments	3
Test (quiz/exam) Preparation	<u>1</u>
TOTAL WORKLOAD HOURS per SEMESTER	135

LEARNING OBJECTIVES:

- Learn to describe, discuss and analyze current events in business with attention to the global, social and ethical dimensions of events.
- Demonstrate communication, research and technological skills needed to analyze a business situation (problem and/or opportunity), and prepare and present a management report
- Engage in at least one internship or service learning experience to demonstrate relevancy of foundational and theoretical knowledge of their academic major and to gain career related experiences
- Demonstrate the necessity of critical thinking and ethical principles are foundational to the long-term viability and success of organizations.

POINT SUMMARY:

Graded Activities	Qty	Pts	Pt Value
Attendance / Participation	24	0.5	12
Discussion Questions	10	1	10
Quizzes	10	3	30
Papers	2	4	8
Midterm/Final	2	10	20
News analysis (team)	10	1.5	15
Briefing (team)	1	5	5
COURSE TOTALS			100

GRADE/POINT CONVERSION:

	A	100-95	A-	94-90	
B+	89-87	B	86-84	B-	83-80
C+	79-77	C	76-74	C-	73-70
D+	69-67	D	66-64	D-	63-60
			F	< 59	

\* Description of Assignments are posted in the online classroom <http://sbmonline.ndnu.edu/>



**SCHEDULE OF ACTIVITIES:**

<u>Week</u>	<u>Day</u>	<u>Date</u>	<u>Reading</u>	<u>indiv.Assign</u>	<u>team.Assign</u>
1	M	28-Aug			
	W	30-Aug	Chp 1		
	F	1-Sep			news.A
2	M	4-Sep	No Class Mtg		
	W	6-Sep	Chp2	d.w2	
	F	8-Sep		q.A	news.B
3	M	11-Sep	Chp 3		
	W	13-Sep		d.w3	
	F	15-Sep		q.B	news.C
4	M	18-Sep	Chp 4		
	W	20-Sep		d.w4	
	F	22-Sep		q.C	news.D
5	M	25-Sep	Chp 5	paper.I	
	W	27-Sep		d.w5	
	F	29-Sep		q.D	news.E
6	M	2-Oct	Chp 6		
	W	4-Oct		d.w6	
	F	6-Oct		q.E	news.F
7	M	9-Oct	Chp 7		
	W	11-Oct		d.w7	
	F	13-Oct		q.F	
8	M	16-Oct			
	W	18-Oct		Midterm	
	F	20-Oct			
9	M	23-Oct	Chp 8	paper.II	
	W	25-Oct		d.w9	
	F	27-Oct		q.G	news.G
10	M	30-Oct	Chp 9		
	W	1-Nov		d.w10	
	F	3-Nov		q.H	news.H
11	M	6-Nov	Chp 10		
	W	8-Nov		d.w11	
	F	10-Nov		q.I	news.I
12	M	13-Nov	Chp 11		
	W	15-Nov		d.w12	
	F	17-Nov		q.J	news.J
13	M	20-Nov	No Class Mtg		
	W	22-Nov	No Class Mtg		
	F	24-Nov	No Class Mtg		
14	M	27-Nov	Chp 12		team.Brief
	W	29-Nov			team.Brief
	F	1-Dec			
15	M	4-Dec	Chp 13	Resume	
	W	6-Dec		Final	
	F	8-Dec			



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## COURSE ASSIGNMENTS

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Attendance/Participation (classroom): Attendance is very important to your studies and as such non-attendance or lack of participation in the class will be considered in the grading process. The expectation you attend every scheduled classroom meeting (roll will be taken) and actively participate. The only NDNU excused absences are those granted for participation in scheduled intercollegiate athletic contests. Student-athletes must provide an original signed explanation from the supervising coach or instructor prior to the class meeting.

Discussion Questions: There are online forums containing time-sensitive Discussion Questions (DQs) regarding issues pertinent to our class. Half of the grade will be based upon your ability to provide a substantive analysis of the material. This means going beyond just providing a synopsis but rather to discuss what salient information was noteworthy in context of this class. The other half of the grade will be reflective of your contributory posts (*minimum 2-3 ea. week*). In other words, did you offer substantive feedback commentary (e.g., 2-3) to your classmates' posts that helped to clarify, exemplify, or expound upon the ideas presented in the original post?

Quizzes /OnLine (A, B, C, D, E, F, G, H, I, J): Each of the quizzes are associated with any readings assigned since the previous quiz. Check the calendar on the *SCHEDULE OF ACTIVITIES* for the specified day when it must be completed. The quizzes are accessible in Moodle beginning at 12:00 am and will close by 11:59 pm on the Friday which it is assigned.

Individual Papers: There are two (2) individual research paper assignments required where you will be given a theme (*these are found in Moodle*) with the aim to fully explore current business issues and/or practices. The requirement for each is a minimum **6 page** objective-based management report (i.e., paper) where you substantiate findings using a minimum of 4 peer-reviewed journals. Writing need to be scholarly, formatted per APA guidelines, and papers submitted (uploaded to Moodle) as a Word document (.doc or .docx) by the assigned due dates.

Group News Analysis (team): Each team will work collaboratively to select one business-related article from the Reuter's News feed (in Moodle) to facilitate a discussion. Within the team, duties will need to be evidently distributed. By the date specified an initial member from each team will post a link to that article, a summary of it, and the underlying thesis of the team analyses. Teams are then expected to encourage discussion throughout each week (*until the following Thurs/midnight*) by: providing new information gleaned from research regarding the news article, questioning/debating the responses of team members, providing new insights and relevant perspectives. In all each team will be evaluated for its ability to work interactively and collaboratively to further the rest of the class gaining some intuitive understanding of their topic, underlying issues and how/why relevant to the current business environment.

Group Briefing (team): Present a briefing on the five (5) emerging issues which small organizations might likely encounter in the upcoming year. The analysis begins with each team identifying and substantiating their choices (use examples to illustrate in-context). However just as important is offering guidance on how best to handles these issues. Each team will be evaluated on thoroughness of their scholarly efforts and their ability to present authoritatively. Now with all team assignments, each member will be responsible for working cooperatively, meeting deadlines, and foster a collegial and professional environment. The team deliverables should represent equal efforts by all group members; however final scores within a team may vary based on team evaluation as well the instructor's evaluation of individual contribution.