



BGEN105 Introduction to Business

Fall 2017: Online

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Office Hours: Fall- Monday, Wednesday, & Friday 9-11am

Course Catalog Description/Prerequisites

Provides an overall picture of business operations. Specialized fields within business organizations are presented and analyzed. The role of business in today's society is examined and career opportunities in business are explored. This course will cover fundamental concepts of business that are important in our changing world. Basics in business law, ethics, e-business, and more will be taught. You will receive an introduction to subjects such as Entrepreneurship, Management, Human Resources, and Marketing.

Required Text

MyBizLab-Ebert/Griffin, Business Essentials 11e Publisher Pearson

MyBizLab Access Code

****You can purchase the e-text and access code online through D2L on the first day of class!**

Course Objectives and Outcomes

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

- Identify and discuss the stakeholders of business and the components of the business environment including social, legal, economic, technological, governmental, ethical and international influences;
- Define and explain the functions and features of the core components of a business enterprise including accounting, finance, law, operations, human resources, information technology and marketing;
- Demonstrate a working knowledge and vocabulary of basic business terms, concepts, and practices;
- Demonstrate effective business communication, team, problem solving, critical thinking, analysis and learning skills;
- Identify & assess academic and career opportunities related to business

Student Responsibility

It is your responsibility to treat all faculty, staff, classmates and guest speakers with respect. **Bullying or any form of disrespect in the classroom or discussion boards will not be tolerated.** It is important that students understand that bullying and disagreeing are different. We are at a point in your education, where we as a group, are going to have different, and contrasting, view-points. That is perfectly ok! In fact, that is healthy for our society. If we all wore purple, had pink hair and wore green shoes, our world would be a very boring place. The point is that we learn to discuss our difference in viewpoint and see each other's side. Your input and participation are important and encouraged. If you are unable to participate or turn in work, please email as soon as possible. The instructor will not necessarily lecture from the book, but will always assume that you have read the appropriate chapters assigned for each week.

Communication and Email Etiquette

Communication between student and faculty is expected to be professional and respectful. Profanity or vulgarity is not accepted. When utilizing email for communication, please make sure to include;

Student Name

Class

Assignment number and page

This will help expedite response time and allow me to help you more efficiently! I check my email on a regular basis, and will usually respond to students right away. Students will receive a response within 24 hours at the latest, with the exception of Sundays.

Students are also expected to check email on a regular basis. All class communication will be via D2L email, discussion boards and News items in D2L.

D2L and Communication

We will utilize the Desire2Learn (D2L) platform for our class. Check D2L often! This is where you turn in assignments, take exams, and communicate with your peers. You can also access course content, additional resources, and class announcements. To access D2L; go to the D2L site from <http://www.msubillings.edu/elearning/D2LLogin.htm>. Or click on the D2L tab on the School's home page. Check your school and D2L email regularly! I often send out information regarding classes or upcoming exams through D2L email.

Need help with D2L? <http://www.msubillings.edu/elearning/d2l/students/index.html>

Additional IT help

MSU Billings Online Technical Support

IT Student Helpdesk

Hours: 8 am - 5 pm M-F

406-247-5755

msubonline@msubillings.edu

Academic Support Center

If you find that you are struggling or in need of help in **ANY** of your classes, please utilize the Academic Support Center. They can help with anything from classes in reading, developmental math and developmental writing to providing tutoring for multiple subjects like math, writing, reading, science, psychology, foreign languages and more! All of their tutoring services are offered FREE* on a drop-in basis. Check them out at <http://www.msubillings.edu/asc/> or call at 406-247-3022.

Disability Support Services (DSS)

If you use assistive software or need videos captioned, please contact DSS as soon as possible. Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disability Support Services as soon as possible to ensure that such accommodations are implemented in a timely fashion. Please meet with DSS staff to verify your eligibility for any classroom accommodations and for academic assistance related to your disability. Disability Support Services is located in Room A008 at the COT, 247-3029.

Read&Write

MSUB IT has purchased a campus-wide license for Read&Write. MSUB students can use Read&Write on all MSUB owned computers or download to use at home. Read&Write is a software solution that provides accessibility and literacy assistance for students, readers, writers, or individuals with learning disabilities and English language learners. Read&Write includes support tools that can be used from school, work or home. Go to the following link for more info

<http://www.msubillings.edu/it/is/software/readwrite/>

Budgeting Your Time

A general rule for college courses is that students should expect to study about 2 to 3 hours per week outside class for each unit of credit. Based on this, a student taking 15 credit hours should expect to spend 30 to 45 hours each week studying outside of class or 6 to 9 hours per week for each 3- credit course. Take an active role in your class success and set aside scheduled time for homework and studying.

Course Work, Due Dates and Assignment Expectations

All weekly work is assigned through the Pearson MyBizLab. This includes ebook (optional), chapter warm-ups, videos, simulationals, and quizzes. Students are allowed to work on (and increase their grade for) assignments, simulations, videos, and warm-ups as many times as they would like DURING the week it is due. Once the due date is past, students may still practice with assignments, however no grade change is allowed. **All work is due Sunday at 11:30pm.**

There are two writing assignments. Details can be found in the Content Tab in D2L.

Each paper will be 5 pages in length (APA format, double spaced, Times New Roman font).

***A grading rubric will be provided for students to know exactly what is expected in each paper.

Students will receive points towards their grade for weekly work discussion boards. This means students must participate to receive credit. Students are to respond to the weekly discussion board topic three times per week, at 100 words minimum.

Grading and Assignment Turn Around Time

Grades will be available to students in D2L. At any time, you wish to know your current grade in the course or scores on assignments and quizzes, you can access the information in D2L, under 'Grades.' I do not grade assignments earlier than the due date and students can expect to have their grade transferred into D2L within one week after the due date. It is the student's responsibility to make sure the uploaded grades are accurate.

Grading follows the standard scale:

Scale:

100 – 90 = A

89 – 80 = B

79 – 70 = C

69 – 60 = D

Below 60 = F

Teaching Philosophy

At this level of education, it is critical that you play an active role in your own success. ***I design my classes to be challenging for a reason.*** Activities, discussions and group work are encouraged and designed for student benefit. Real world issues and concepts will be utilized for this course, and it is of your best interest to play an active part. My goal as your instructor is not to have you “memorize and recite” what is lectured. My goal is to have you think critically, and analytically to develop your own business sense with foundations that are provided to you in the course.

I understand ‘life’ happens sometimes. When that time comes, and you face struggles regarding course work, reach out to me. I am unable to help if I am unaware of a problem. My door is always open. I want to see each and every student succeed in the class and reach their education goals. I look forward to working with you!