



Course Information

Course Number: BUSN 120
Course Title: Fundamentals of Business
Credit Hours: 3 Credits

Instructor Information

Instructor: Ben Walker, Ed.S., M.B.A., P.G.A
Phone: 701-356-2050
Email: bwalker@west-fargo.k12.nd.us
Office Location: WFHS – 116G
Office Hours: By Appointment

Course Description

Fundamentals of Business (FOB) (NDSCS - BUSN 120), Provides 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. Offered F/F-Online

Textbook

Exploring Business v1.0, 2.0 or 2.1, 2010, 2016 by Flatworld Knowledge; ISBN: 13: 9781946135094.

This is a free online textbook and can be found with the following link:

<https://open.umn.edu/opentextbooks/textbooks/15>

Learning Outcomes

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

1. Acquire foundational knowledge of business laws and regulations to understand their nature and scope.
2. Explore the regulatory environment of United States' businesses to understand the diversity of regulations.
3. Apply knowledge of business ownership to establish and continue business operations.
4. Acquire knowledge of commerce laws and regulations to continue business operations.
5. Read to acquire meaning from written material and to apply the information to the task.
6. Write internal and external business correspondence to convey and obtain information effectively.
7. Understand fundamental economic concepts to obtain a foundation for employment in business.
8. Understand the nature of business to show its contributions to society.
9. Understand economic systems to be able to recognize the environments in which businesses function.
10. Acquire knowledge of the impact of government on business activities to make informed economic decisions.
11. Analyze cost/profit relationships to guide business decision-making.
12. Understand economic indicators to recognize economic trends and conditions.
13. Understand global trade's impact to aid business decision-making.
14. Employ leadership skills to achieve workplace objectives.

15. Manage internal and external business relationships to foster positive interactions.
16. Understand fundamental factors about entrepreneurship to recognize its role and importance in the economy.
17. Determine needed resources for a new business venture to contribute to its start-up viability.
18. Understand the fundamental principles of money needed to make financial exchanges.
19. Acquire a foundational knowledge of accounting to understand its nature and scope.
20. Understand the role and function of human resources management to obtain a foundational knowledge of its nature and scope.
21. Manage staff growth and development to increase productivity and employee satisfaction.
22. Utilize information-technology tools to manage and perform work responsibilities.
23. Acquire information to guide business decision-making.
24. Understand operation's role and function in business to value its contribution to a company.
25. Adhere to health and safety regulations to support a safe work environment.
26. Implement safety procedures to minimize loss.
27. Implement security policies/procedures to minimize chance for loss.
28. Comply with security rules, regulations, and codes (e.g., property, privacy, access, confidentiality) to protect customer and company information, reputation, and image.
29. Utilize critical-thinking skills to determine best options/outcomes.
30. Participate in career planning to enhance job-success potential.
31. Recognize management's role to understand its contribution to business success.
32. Utilize planning tools to guide organization's/department's activities.

Grading and Evaluation

Assignments

All the assignments can be found in our NDSCS Online course material. The due dates for each of the assignments will be provided in class.

Submitting Assignments

Complete and submit all quizzes, online discussion and assignments in NDSCS Online unless otherwise specified.

Late work will receive a 20% penalty for each day it is late.

Grading Policy

Your performance in this class will be based on the quality, accuracy and timeliness of assignments, online discussions and quizzes.

Grading Scale

Final grades will be based upon the following percentage scale:

<u>LETTER GRADE</u>	<u>PERCENT</u>
A	90%
B	80
C	70
D	60
F	59 or Less

The grading and evaluation policies are subject to change at the instructor's discretion and exceptions may be made on a case-by-case basis. All requests for an exception must be initiated by the student and must be handled in a responsible, professional and timely way.

Attendance Policy

1. If there are extenuating circumstances preventing the student from attending class, it is the student's responsibility to contact the instructor prior to the start of the class.
2. To be an *excused absence*, the student must:
 - e-mail the instructor with your name, the name of the course you missed, the date(s) of the classes you missed, an explanation for missing class, and the name, phone number and relationship to a *responsible* person who can confirm the reason for the absence.
3. The student will be responsible for any classwork he/she misses and must adhere to the timeline to makeup the work established by the instructor.
4. For more information, refer to the NDSCS College Catalog under [Attendance Policy](#).

Tie to Assessment Outcomes

1. Business Law (BL)
2. Communication Skills
3. Customer Relations
4. Economics
5. Emotional Intelligence
6. Entrepreneurship
7. Financial Analysis
8. Human Resource Management
9. Information Management
10. Operations
11. Professional Development
12. Strategic Management

Course/Instructor Expectations

Students are expected to use their official NDSCS email in the course, this is where communications from the college and your instructors will be sent. If you need assistance with your email, visit the [New Student Technology Setup](#).

Academic Integrity

Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results or assisting others to do the same will be cause for sanction up to and including reduction in grade, failure of course or removal from class. Repeat offenses may result in additional sanctions.

For more information, refer to the NDSCS College Catalog under [Academic and College Policies and Procedures](#).

ADA Statement

Any student who feels they may need an accommodation based on the impact of a disability should contact their instructor privately to discuss specific needs. Please contact the Accessibility Coordinator at NDSCS.Accessibility@ndscs.edu or by phone at 701-671-2623 as soon as possible in the semester to discuss possible accommodations.

Equal Opportunity Statement

North Dakota State College of Science is an equal opportunity employer and equal opportunity educator. NDSCS is fully committed to equal opportunity in employment decisions and educational programs and activities. All practices are in compliance with all applicable federal and state laws, for all individuals without regard to age, color, gender identity/expression, genetic information, marital status, national or ethnic origin, physical and mental ability status, public assistance status, race, religion, sex, sexual orientation, familial or parental status, status as a U.S. veteran/service member, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

For more information, refer to the NDSCS College Catalog under [Non-Discrimination Statement and Equal Opportunity Policy](#).

Continuity of Instruction

NDSCS is committed to the continuity of instruction in the event of an emergency disruption that may result in the suspension of activities, including in-person classes at NDSCS. NDSCS is committed to preparing for any significant operational disruption or closure, which could result from flooding, weather, medical emergency, campus evacuation or other emergency.

An emergency closing of the College, campus closure, and/or suspension of in-person classes does not equate into a suspension of instruction. Faculty contract days remain in effect, though the means of instructional delivery may change.

All communications and updates are sent out in official College email and posted at NDSCS.edu

Dual Credit Course Withdrawal/Drop

Students who wish to drop a college course must contact the NDSCS Dual Credit Office: 701-671-2406 or ndscs.dualcredit@ndscs.edu. Notifying the high school of a withdrawal/drop does not withdraw the student from the NDSCS college course. Please view the current Refund Schedule at: [Dual Credit Refund Schedule](#). The date the Dual Credit Office is contacted will determine the amount of refund.

Land Acknowledgement Statement

NDSCS acknowledges that we occupy the sacred ancestral lands of the First Nations cultures of North Dakota. Without them, we would not have access to our gathering, dialogue, and learning spaces.

Developed/Revised (Date): Fall 2022

Class Outline

Fundamentals of Business Template			
Daily Schedule			
Day #	40 Total Days	Subject	Assignment
1		Intro	Syllabus/Schoolology/DC/Intro PPoint
2		Intro	Present PowerPoint
3		Unit 1 Chapter. 1	Notes
4		Chapter 1 & Problems	Notes and Problems
5		Chapter 14	Notes
6		Chapter 14 & Problems	Notes and Problems
7		Chapter 2	Notes
8		Chapter 2 & Problems	Notes and Problems
9		Chapter 3	Notes
10		Chapter 3 & Problems	Notes and Problems
11		Unit 1 CE/Review	All Work Due
12		Unit 1 Test	
13		Unit 2 Chapter 4	Notes
14		Chapter 4 & Problems	Notes and Problems
15		Chapter 5	Notes
16		Chapter 5 & Problems	Notes and Problems
17		Chapter 6	Notes

18		Chapter 6 & Problems	Notes and Problems
19		Chapter 7	Notes
20		Chapter 7 & Problems	Notes and Problems
21		Chapter 8	Notes
22		Chapter 8 & Problems	Notes and Problems
23		Unit 2 CE/Review	All Work Due
24		Unit 2 Test	
25		Unit 3 Chapter 9	Notes
26		Chapter 9& 10	Notes and Problems
27		Chapter 10 & Problems	Notes and Problems
28		Chapter 15	Notes
29		Chapter 15 & Problems	Notes and Problems
30		CE/Review	All Work Due
31		Unit 3 Test	
32		Unit 4 Chapter 11	Notes
33		Chapter 11 & Problems	Notes and Problems
34		Chapter 12	Notes
35		Chapter 12 & Problems	Notes and Problems
36		Chapter 13	Notes
37		Chapter 13 & Problems	Notes and Problems
38		Chapter 16 & Problems	Notes and Problems
39		Unit 4 CE/Review	All Work Due
40		Unit 4 Test	