

The University of Findlay
College of Business

*The Mission of the University is to equip our students
for meaningful lives and productive careers.*

Course Number/Title:	BSAD 100 - Business Degree Completion Program Orientation
Credit Hours:	1 Semester Hour
Class Time/Place:	Synchronous Online Delivery (Some asynchronous elements will also be used). We will generally meet between 8:15 pm – 9:30 pm.
Prerequisites:	None; Acceptance into the Business Degree Completion Program or permission of the instructor.
Instructor:	Scott Freehafer, Ph.D., SPHR Assistant Professor of Business Director of MBA and Non-Traditional Programs 302 Old Main/303F Old Main 419-434-4002 Office 419-889-1299 cell freehafer@findlay.edu (preferred contact method)
Office Hours:	I will generally be in the office Monday, Wednesday, and Thursday during the Spring Term. I generally work from home on Fridays. I can be reached at 419-889-1299 in the evenings or on weekends.
Course Description	This course is designed to orient the student to the Business Degree Completion Program, to its curriculum, teaching and learning methods, and technology. This course will include several intake assessments including writing, business knowledge, and critical thinking.
Relationship to the Conceptual Framework	This course will orient the students to the Business Degree Completion program and it will serve an intake assessment course.
Final Exam	No final exam – this course is a writing based course which will have a series of assignments and assessment activities.

Course Objectives The student will be able to:

1. Understand the various learning methods to be used in the Business Degree Completion Program including online Chat, Elluminate, Discussion Boards, and Online Quizzes.
2. Be required to submit a formal paper via Safe Assign (anti-plagiarism tool in Blackboard) and submit a project via Digital Dropbox.
3. Develop their personal Business Degree Completion program goals, and a timeline for reaching those goals.
4. Develop a personal curriculum map (needed for those student who transfer in business credit to the program) and a plan for how to invest any elective credits that they might have as a result of their transfer credits.
5. Learn the basics of APA documentation and will write a 3-5 page paper on There Is No Such Thing as Business Ethics or on StrengthsFinder2.0 with at least five different sources and three different types of sources. This writing assignment which will be used to determine their “baseline” writing level.

Desired Outcomes:

Develop Technologically Savvy Students

Develop Students’ Research Skills

Assess and Develop Students’ Writing Skills

General Education Learning Outcomes Addressed

Goal 1. Students will take courses which expose them to a range of basic religious beliefs and diverse ethical perspectives and which encourage them to develop their own perspectives on global issues.	X
Goal 2. Students will become familiar with the historical, scientific, literary, and/or philosophical content of a range of disciplines.	
Goal 3. Students will acquire and practice skills for reading, writing, speaking, listening, abstract inquiry, critical thinking, logical reasoning, and using computers and related technology.	X
Goal 4. Students will develop an appreciation for and means of analyzing art, literature, music, communication, science, and/or theatre.	
Goal 5. Throughout their general education experience, students will analyze and reflect upon the challenges facing our global society as well as the importance of being a life-long learner and responsible citizen.	X

Textbooks and other materials

Strengths Finder 2.0 (Rath)
 There Is No Such Thing as Business Ethics (Maxwell)
[Good to Great](#) (Collins) – Online Materials
 Other resources as needed.

Instructional Strategies

Case Analysis		Library and Internet Research	X
Debate		Practice/drill	
Discovery/Independent Research	X	Problem solving	X
Discussion/Questioning	X	Reading assignments	X
Experiential Learning		Role playing/simulation games	
Field Experience		Service Learning	
Group Presentation		Video/Audio Review and Critique	
Laboratory Experiences		Projects	X
Lecture (Live or Recorded)	X	Technology	X

Methods of Assessment

Abstracts		Participation	X
Attendance		Peer Evaluation	
Capstone Project		Portfolio	
Case Study		Portfolio Lab Performance	
Exams		Presentations	
Individual Projects	X	Professional Evaluation	
Homework Assignments	X	Quizzes	X
Internet Research		Research project	X
Journaling		Final Exam	
Lab Performance			
Oral/written review of literature		Discussion Board	X

Further information on assessment and course policies:

Homework (Discussion Board), quizzes, other assignments, and class participation will be graded. All work must be submitted on time.

There will be a 10% deduction for every day the work is late.

Grading	Discussion Board Assignments - 10 @ 20 pts each:	200 points
	Online Quizzes - 2 @ 10 points each:	20 points
	Illuminate Participation 8 @ 10 points each:	80 points
	Degree Completion Goals & Timeline and Personal Curriculum Map:	20 points
	Strengths Finder 2.0 or Business Ethics Paper:	80 points
Total:	400 points	

Grading Scale/Distribution	A = 96% - 100%, A- = 90%-95%
	B+ = 87%-89%, B = 83% - 86% B- = 80%-82%
	C+ = 77%-79%, C = 73% - 76%, C- = 70%-72% (280)
	D+ = 67%-69%, D = 63% - 66%, D- = 60-62 D-, F = 59% or less.

Courses in your major must be passed with at least a “C”.

Honor Code	<i>I will not knowingly engage in any dishonorable behavior, cheat, steal, lie or commit any act of plagiarism during my academic work, course, or endeavor. If I observe an act which I believe violates the University’s Honor Code, I may, in my discretion, report it to the appropriate personnel.</i>
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Course Policies and Practices	Students will complete the assignments on time and will be prepared for class sessions. Work will be done in a professional manner.
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Special Services	If you are a student with a disability, it is your responsibility to register with the Office of Disability Service and notify your instructor one week prior to any needed service so that reasonable accommodations can be made for you.
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Note: If you purchase a microphone and headset for your computer, you will be able to speak in this class, otherwise you will be limited to the “chat” function.

Tentative BSAD 100 Course Outline

Week One
1/11 – 1/17

Course Welcome, Overview, and Introductions. (Via Elluminate)

Discussion of Course and Program Goals

Introduction to Course and Program Technology

Good to Great Discussion on Defining Greatness (Elluminate and Discussion Board)

Video [Greatness is Not a Business Idea | 02:07](#)

Question to consider: Do you work for an Average, Good, or Great Organization?

Question to consider: Are you an Average, Good, or Great Employee?

Video [Greatness is not a Function of Circumstance | 01:12](#)

Question to Consider: Have you (and your organization) made the conscious choice to pursue a path toward greatness?

Audio [The Path to the Book Good to Great Began with a Question | 03:06 |](#)

Audio [Good Is the Enemy of Great | 01:07 |](#)

Audio [The Pursuit of Greatness Is a Journey that Never Ends | 02:28 |](#)

Students are encouraged to prepare introductions and biographies about themselves and discuss their goals for the business degree completion program.
(Elluminate and Discussion Board)

Week Two
1/18 – 1/24

The UF Library, APA, and the COB Writing Rubric (Elluminate)

We will be taking a virtual tour of the UF Library and we will be discussing APA writing standards and the College of Business' Writing Rubric which will be used to evaluate one of your course papers.

Good to Great Discussion (Elluminate and Discussion Board)

Video [Paranoid Neurotics | 01:07](#)

Question to Consider: Are you (and your organization) worried enough about the future?

Audio [Is Level 5 Learnable? | 04:41 |](#)

Audio [The Level 5 Evolution | 04:03 |](#)

Video [What is Level 5? | 00:45](#)

Video [Where did the level 5 finding come from? | 02:38](#)

Audio [The Essence of Level 5 as Demonstrated by Abraham Lincoln | 02:11 |](#)

Audio [The 10 Greatest CEOs | 10:37 |](#)

Questions to Consider: Is your organization's leader a Level 5 leader? Do you think you have what it takes to become a Level 5 leader?

Week Three
1/25 – 1/31 Discussion of Strengths Finder 2.0 Chapters 1 – 3 (Elluminate)
Online Quiz #1

Quiz 1 You will need to read the first 3 chapters of Strengths Finder 2.0 for this class session. But do not take the StrengthsFinder 2.0 assessment yet.

Good to Great Discussion (Elluminate and Discussion Board)

Week Four
2/1 – 2/7 Discussion of Strengths Finder 2.0 Results (Elluminate)
Strengths Finder 2.0 Writing Project – Submit this through Safe Assign and through the Digital DropBox

Prior to class you will take the Strengths Finder 2.0 assessment and we will aggregate our strengths to see how we, as a class, rate and discuss how this relates to teambuilding and selection processes.

Good to Great Discussion (Elluminate and Discussion Board)

Week Five
2/8 – 2/14 Personal Degree Completion Program Goals & Resume

You will also be asked to prepare a current resume and an aspirational resume (a resume which reflects where you would like to be in 5 years. This will help you to construct your personal degree completion program goals.

Week Six
2/15 – 2/21 Business Degree Completion Program Curriculum (Elluminate)
Personal Curriculum Map Due – Submitted through Assignments
Online Quiz #2 – Test of Common Business Knowledge

Quiz 2 During this week, you will prepare your personal degree completion program curriculum and you will take an assessment test on common business terms which appear in the Wall Street Journal

Week Seven
2/22 - 2/28 There Is No Such Thing as Business Ethics/The Power of One Discussion (Elluminate)
Business Ethics Presentation

Week Eight
3/1 – 3/7 The Power of One Writing Project - Submitted via Digital DropBox (Elluminate)
(Due 3/14)