BA502 (MBA Foundation Modules)

Course Syllabus

Contact and Communication Information

Dr. Evelyn Thrasher

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Course Website: https://blackboard.wku.edu

Office Hours: By Appointment
I would love for you to drop by my office in Grise Hall and say "hello". Even though this is a self-paced online course, I always enjoy meeting as many of my students as possible.

Email Response Policy: I will respond to your email within 24 hours of receipt, Monday – Friday. However, I will not promise to respond during the weekend, which begins at 5pm on Friday. With that said, you are welcome to send me emails over the weekend; and I will respond as soon as possible on Monday morning.

Course Objectives

This course is designed to provide graduate students with a fundamental understanding of the primary business subject areas in preparation for additional graduate-level study in the Master of Business Administration Program or the Certificate in Business Core Competencies. Each module will reinforce or enhance existing knowledge for previously studied subject areas and will provide new knowledge for unfamiliar subject areas.

This course was created for students who 1) had not had business courses within the last six years or 2) who had an undergraduate major in something other than business and needed to show a minimum competency in the eight foundational areas.

Upon completion of this course, the student should have a foundational understanding of the core components of the field of business:
1. Accounting
2. Business Math
3. Economics
4. Finance
5. Information Systems
6. Management
7. Marketing
8. Excel

Prerequisites (strictly enforced): Admission into the WKU Graduate School and either the Master of Business Administration Program or the Certificate in Business Core Competencies Program

Mode of Instruction

This course is delivered in an online self-paced format using Blackboard, Connect, and SimNet as the learning management systems. Thus, it will be necessary for students to have access to a reliable Internet connection, Google Chrome or Firefox, and Microsoft Excel 2013 or 2016. Please note that all WKU computer labs have the

necessary tools available to ensure successful completion of this course. Students are encouraged to participate regularly and actively in the course.

Class Calendar
Because of the self-paced nature of BA502, a specific course calendar is not provided. However, it is crucial that you be aware of the deadlines that impact financial aid, enrollment into other courses, the course expiration date, and other dates that might impact your continued progress in the MBA or Certificate Programs.

BA502 has 4 potential deadlines:
1. WKU On Demand deadline of 9 months to course completion
2. Financial Aid deadline of 1 academic semester to course completion
3. MBA Program deadline of course completion prior to beginning the MBA courses
4. Certificate Program deadline of course completion prior to beginning the other Certificate courses

Please consult with the WKU On Demand Office and the MBA Office to establish your necessary deadlines.

Course Materials
All required course materials for BA502 are provided electronically, including all textbooks and access codes. As you begin each subject area in Connect, you will be asked to enter the module using your Topper email address. This will identify you as a BA502 student and will allow you immediate access into the module. When you are ready to begin the Excel module, Dr. Thrasher will provide you with a SimNet access code to use for registration as you enter that module for the first time.

Other Requirements
- Regular access to a computer with high-speed Internet
- WKU email and Blackboard account
- Access to Microsoft Excel 2013 or 2016
- Texas Instruments BAII Plus financial calculator

Grading Policies
This course is graded using a pass/fail grading format.

Each subject area module is generally designed to include a collection of assignments and/or quizzes for the selected chapters. Some modules will cover every chapter of a text, while others will cover only a subset. The content selected is at the discretion of the professor who designed the module. In addition, every module includes a final exam. All assignments, quizzes, and exams are setup to allow unlimited attempts so that a student can continue in the subject area until he/she has successfully completed the necessary grade requirements. Feedback for each assignment or assessment is given automatically by the software immediately following the student's submission of the work. The student may follow his/her progress in a specific subject area by viewing the grade report available in both SimNet and Connect.

To successfully complete a subject area module, the student must:
1. Score an average of 70% or higher across all assignments and quizzes for the subject area
2. Score 70% or higher on the final exam for the subject area

Assignments labeled as "LearnSmart" or "Practice" are considered optional and may be completed by the student if/when additional instruction or practice is needed. These are not included in the grade calculations for the subject area module.

Once all 8 subject area modules are complete, Dr. Thrasher will request a grade of "Pass" for the course and will work with the WKU On Demand office to submit the grade to the Registrar for recording in TopNet.

Blackboard

You will be able to access all materials, resources, assignment links, grades, and announcements for the course on Blackboard, Connect, and SimNet as they are needed. Unless otherwise stated, all assignments must be submitted through Blackboard, Connect, or SimNet, according to the specific instructions for each assignment. Assignments submitted any other way will not be accepted and will receive a grade of 0.

Academic Honesty

Honesty in all you do for this course is assumed and expected. No form of academic dishonesty (cheating, copying assignments, plagiarism, forgery, etc.) will be tolerated. Any offense will result in a grade of "Fail" for the course and will be reported to WKU Judicial Affairs.

Special Accommodations for Students with Disabilities

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a Faculty Notification Letter (FNL) from The Student Accessibility Resource Center.

Title IX Sexual Misconduct/Assault Policy

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf. Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

Email, Remind, and Blackboard as Official Means of Communication

Each student must have an active WKU email address and a Blackboard account for class participation. Email and Blackboard are considered official communication tools of this class. Thus, announcements and reminders are posted/sent frequently and will be sent only through Blackboard. If you use a different email package, please ensure that your WKU email is forwarded correctly. It is your responsibility to check WKU email and Blackboard regularly and to be aware of all class reminders and announcements.

Additional Course Policies

1. The professor reserves the right to make changes to the syllabus as deemed absolutely necessary; it is your responsibility to be aware of these changes.
2. It is your responsibility to be familiar with the academic calendar as posted on the WKU website. Exceptions will not be made regarding late adds, drops, or final exam conflicts.
3. Incompletes and deadline extensions will **not** be allowed in this course except in rare medical emergencies.
4. Schedule exceptions are **not** allowed under any circumstances.
5. Problems with Blackboard should immediately be reported to Information Technology Services at (270)745-7000.