



# PENN FOSTER

## College Syllabus

### Course Detail

<b>Course Name:</b>	Business Orientation
<b>Course Number:</b>	BUS100
<b>Prerequisites:</b>	None
<b>Credit Value:</b>	1
<b>Faculty Contact:</b>	Bob Messina and Russell Day
<b>Delivery Method:</b>	Distance Education

### COURSE MATERIALS AND RESOURCES

Study Units: *Starting Your Program* and *Your Life Is Your Business*

### METHODS OF INSTRUCTION

Two study units

### METHODS OF ASSESSMENT

Two multiple-choice exams

### COURSE DESCRIPTION

Introduction to distance learning; study skills and techniques; reading textbooks and study guides; reviewing for examinations. Four basic life goals; individual life goals and steps needed to fulfill them; similarities between personal financial goals and business goals; determining personal financial goals; setting up a budget; researching, planning, starting up, and maintaining a business

### SPECIAL REQUIREMENTS

None

## GRADING CRITERIA

Lesson examinations (2)

100%

You can submit exams online at the school's website by selecting the "Take an Exam" option. The exams you submit will be graded on the following scale:

LESSON GRADE (100%)	LETTER EQUIVALENT	RATING	QUALITY POINT AVERAGE
90–100	A	Excellent	4.0
80–89	B	Good	3.0
70–79	C	Average	2.0
Below 70	F	Failing	0.0

An overall lesson average of 70% or higher is required to pass your course. You are given two opportunities to take each exam. Refer to the Academic Policies section of the College Catalog for specific information on exam results.

### ACADEMIC INTEGRITY

Please refer to your student catalog regarding Academic Integrity. Since you're learning in an online setting, it's important to practice *Netiquette*.

COMPETENCIES	
GENERAL COMPETENCIES	
EXPECTED COMPETENCIES	TASKS THAT MEASURE ACHIEVEMENT OF COMPETENCIES
Demonstrate effective written and interpersonal skills	Penn Foster Community interaction
Demonstrate Computer and information literacy	Required online course access and activities
CORE COMPETENCIES	
Use the My Homepage section of your Student Portal	Starting Your Program exam
Find information on your My Courses page	Starting Your Program exam
Identify the icons on your My Courses page	Starting Your Program exam
Practice good Community etiquette	Starting Your Program exam
Find your Academic Space on the Community	Starting Your Program exam
Use the search tool and other Community features	Starting Your Program exam
Use your program's study materials	Starting Your Program exam
Complete a lesson	Starting Your Program exam
Connect with other students on the Community	Starting Your Program exam
Use the search tool on the Community	Starting Your Program exam
Find answers in the FAQs and get the latest updates on social media	Starting Your Program exam
Get help if you really need it	Starting Your Program exam
Prepare for graduation	Starting Your Program exam

**CORE COMPETENCIES (CONTINUED)**

Take advantage of services from the Alumni Association	Starting Your Program exam
Connect with alumni on the Community	Starting Your Program exam
Identify the four basic kinds of life goals	Your Life Is Your Business exam
Examine your individual life goals and the steps needed to fulfill them	Your Life Is Your Business exam
Recognize how your personal financial goals mirror that of most businesses	Your Life Is Your Business exam
Use time management skills to make the most of your day	Your Life Is Your Business exam
Determine personal financial goals	Your Life Is Your Business exam
Set up a typical budget	Your Life Is Your Business exam
Explain why creative thinking, research, planning, gathering resources, and production and marketing are vital for the start-up and maintenance of a business	Your Life Is Your Business exam

## KNOWLEDGE ACQUISITION (30 HOURS)

### CREDIT HOUR CALCULATION

TASKS	NUMBER OF TASKS IN COURSE	TOTAL EXPECTED HOURS TO COMPLETE TASKS
Required Readings (Based on a reading rate of 3 minutes per page and 3 minutes per page for comprehension and review) Total is 6 minutes per page.	Starting Your Program: 16 slides Your Life Is Your Business: 61 study unit pages	7.7 hours
Studying for Quizzes – 1 hour	3 quizzes	3 hours
Studying for Exams – 5 hours each	2 exams	10 hours
Listening to Recorded Lectures	7	0.75 hours
Reading web resources	Multiple	10 hours
<b>TOTAL HOURS</b>		<b>31.45 hours</b>

## KNOWLEDGE APPLICATION (15 HOURS)

### CREDIT HOUR CALCULATION

TASKS	NUMBER OF TASKS IN COURSE	TOTAL EXPECTED HOURS TO COMPLETE TASKS
Taking Quizzes – .5 hour	3 quizzes	1.5 hours
Taking exams – 2.5 hours	2 exams	5 hours
Completing Projects	Four missions in Starting Your Program; 1 slide of social media instructions	10 hours
<b>TOTAL HOURS</b>		<b>16.5 hours</b>