

Undergraduate Business Build Guide

1. Creating the Course Offering

Course Template should be in School **Business UG**

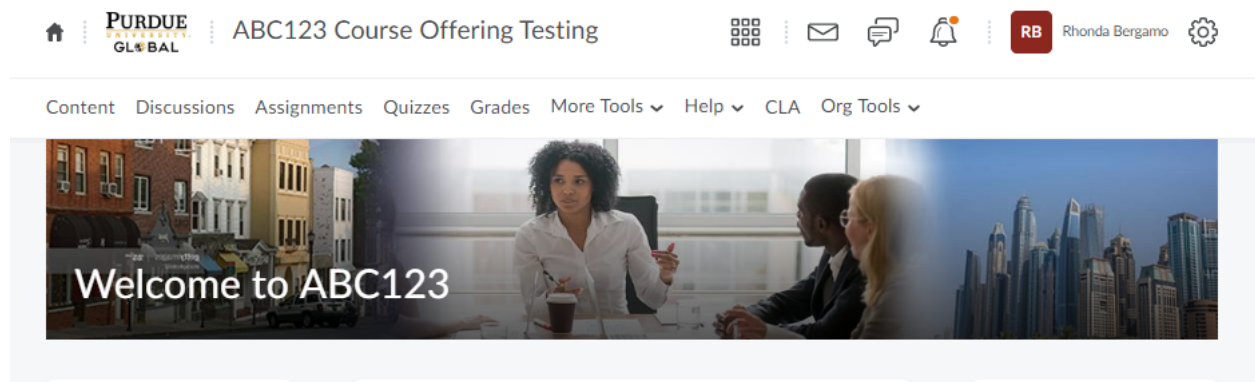
Course Offering should be in Term **Master Course Offering**

Course codes that start with a AB, AC, BU, HR, MT

2. Home Page Setup- 2020 Course Home Page

Masters Banner- Business_Banner.jpg

Add Text- *Welcome to [Course Number]*



Visual TOC images- use default images per school within Brightspace unless otherwise specified during revision, ADOC approval needed.

3. Announcements

Earn College Credit for Work Experience - add only to AB114, AB140, AC113, AC114, CS113, and MT140

Headline: Earn College Credit for Work Experience

Review the [EL206: Academic Prior Learning Portfolio information](https://kapextmediassl-a.akamaihd.net/global/CourseHome/Announcements/EL206/EL206_Infographic.pdf) to learn how you can translate your experiences into college credit.

[HTML Code]

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<p>Review the <span style="text-decoration: underline;"><a href="https://kapextmediassl-a.akamaihd.net/global/CourseHome/Announcements/EL206/EL206_Infographic.pdf">EL206: Academic Prior Learning Portfolio information</a></span> to learn how you can translate your experiences into college credit.</p>
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Headline: FASB Accounting Standards Codification

Content:

FASB Accounting Standards Codification™ (ASC) is a major restructuring of accounting and reporting standards designed to simplify user access to all authoritative U.S. generally accepted accounting principles (GAAP) by providing the authoritative literature in a topically organized structure. We have subscribed to a site that will allow academic access to the FASB Codification database through the American Accounting Association.

View more information in the [database access instructions](#).

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<p>View more information in the <a rel="noopener" href="https://kapextmediassl-a.akamaihd.net/business/global/Announcements/FASB_Login.pdf" target="_blank"><u>database access
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instructions</u>.</p>

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Bachelor of Science in Business Administration (MTXXX such as MT400)

Headline- Discussion Board Requirements

The discussion requirements for this course are:

- A minimum of three posts per discussion topic: one initial response and two replies to your classmates.
- Posting on a minimum of three different days, for example: Wednesday, Friday, and Monday.
- The first post must be made by Saturday, and of course, sooner is better. This gives everyone a greater opportunity to be part of the discussion, which is so important for your classroom experience. Be an active part of the learning process by posting throughout the week.

See you in discussion!

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<p>See you in discussion!</p>

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Associate of Applied Science in Business Admin (AB140)

Include the following in Associate Business Admin courses:

Headline: Graded Seminar Announcement

Participation in Seminars for this course is mandatory and will be graded. In the event you are unable to attend Seminar, you must complete the alternative assignment in order to be eligible to receive any points. The alternative assignment will be either a paper or a quiz that you must take if you do not attend Seminar. If you attend Seminar, you do not need to complete the alternative assignment. See specific details about the Seminar and alternative assignment under each unit, and contact your instructor with any questions.

[HTML Code]

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Headline: Welcome from the Department Chair!

Welcome to the course!

Hello everyone,

I hope you are off to a great start this term! I know that the beginning of a new term is always an exciting and busy time. Before you know it, you will be at the end of the term and well on your way to achieving your goals. My name is Dr. Cathy Hochanadel and I am an Academic Department Chair in the School of Business and Information Technology. I wanted to introduce myself because you are currently enrolled in a course that is part of my department.

We have a talented, caring group of instructors in this department, and I trust that you will learn a great deal from them over the course of the term. They serve many roles as your instructor: content expert, facilitator, and guide. They are well versed in the subject area that you are studying, and will create a lively classroom environment where you will feel free to explore the material. They will guide you through this journey, congratulating you on your accomplishments and encouraging you along the way. Each class is a milestone on the way to completing your goal of earning your degree, and your instructors are here to support and guide you along the way.

Should you have any questions or concerns about this course, please feel free to contact your instructor as the first point of contact. Additionally, I welcome your feedback. I wish you all the best as you pursue your goals at Purdue Global!

Sincerely,

Dr. Cathy Hochanadel

chochanadel@purdueglobal.edu

Academic Department Chair

School of Business and Information Technology

[HTML Code]

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Sincerely,

Dr. Cathy Hochanadel

<mailto:chochanadel@purdueglobal.edu>

chochanadel@purdueglobal.edu

Academic Department Chair
School of Business and Information Technology

4. Discussion - If two topics are showing on the dev guide, create separate discussions in Brightspace (BS), and split points evenly. If odd points, the academics need to help with point distribution.

[Discussion Board Rubrics](#) by point value on Google Drive

5. Course Resources- [Add this in addition to what is on the Master Build Guide]

SBIT Writing Conventions Support Guide [Add from LOR]



Grading Rubrics – [Specifications by School](#)

6. Academic Tools- [Add this in addition to what is on the Master Build Guide]

- Business Tutoring Center- [Add from LOR \[New link 2019\]](#)