1-2003

BADM 100.02: Introduction to Business

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This Syllabus, the Assignment Sheet, and my lecture Power Point Slides will soon be available on my website at:
www.business.umt.edu/faculty/furniss

NOTICE: Your grades, quiz scores, and assignment scores will be posted ASAP on my website
www.business.umt.edu/faculty/furniss

Catalog
Description: Nature of business enterprise; role of business in society; problems confronting; business management; career opportunities in business.

Text: Contemporary Business 2003, Boone & Kurtz
Professors: Prof. Jerry Furniss (GBB 319) 243-2062 (phone) and Prof. Jack Morton (GBB 324) 243-6717 (phone)

Office Hours: Professor Furniss’ Office Hours: Tuesday and Thursday 10:00 –11:00. I am also generally available at other times each day. Stop by at your convenience. Please leave a voice mail message at our offices if you need to contact either Professor Morton or me.

Exams: Three objective (multiple choice/true-false) examinations will be given. Each exam will be worth a possible 100 points. The exams will not be cumulative. The examinations may cover lectures, class discussions, the text, videos, and any handouts or assignments. Any exam missed will be made up on Monday, May 12th at 12:00 noon in GBB 106. Please do not let me know that you missed an exam- just show up and I will have a makeup exam available for you on that date.

Exam #1 Thursday, February 27th (Hand back and review exam on Tuesday, March 4th)
Exam #2 Tuesday, April 8th (Hand back exam on Thursday, April 10th)
Exam #3 Thursday, May 8th (all makeup exams will be given on Monday, May 12th at 12:00 noon in GBB 106)

* Make-up exams for any of the above missed exams (Exams 1, 2, and/or 3) will be given on Monday, May 12th at 12:00 noon in GBB 106

Assignments: Assignments may receive a maximum total of 50 points. For full credit, assignments must be turned in during class on the announced dates. A DETAILED ASSIGNMENT SHEET WILL BE FORTHCOMING and Posted on the web at www.business.umt.edu/faculty/furniss

Unannounced Quizzes: There will be 12 attendance quizzes throughout the semester. Each attendance quiz will be given at the end of the lecture and will count 5 points. I will count only 10 of the 12 quizzes for a total of 50(10 x 5 points each) possible points. Official absences will be excused.

Total Possible Course Points:
Exam 1 -----------------------------100 points possible
Exam 2 -----------------------------100 points possible
Exam 3 -----------------------------100 points possible
Attendance Quizzes ---------------50 points possible
Assignments ---------------------50 points possible
Total Possible: ---------------------300 points (the lower of the first 2 exam scores will be dropped)

Grades: The final course grade will be determined by applying the University Catalog Grading Standard (A for excellent performance, B for above-average performance, etc.). At the end of the semester, we will determine the semester grade by assuming that those students who correctly answered the most questions will receive A’s, those who miss approximately the class average number of questions will receive C’s, etc.

Grader’s Hours: Sam (the grader) will keep regular office hours in my office GBB 319. Any questions concerning scores should be directed to Sam either in person (GBB 319) or by phone @ 243-2062.

Sam’s hours are: Always on Tuesday & Wednesday from 1- 4 p.m. In addition, Sam will often be in my office on Monday and Thursday from 1-3 p.m. Feel free to call (243-2062) or stop by (GBB 319) to see Sam.

Posting of ALL text, assignment, and quiz scores: Sam will post your scores to my website as SOON AS IS POSSIBLE: www.business.umt.edu/faculty/furniss
BADM 100, Introduction to Business  
Spring Semester 2003

<table>
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<tr>
<th>WEEK OF</th>
<th>CHAPTERS/TOPICS COVERED</th>
<th>INSTRUCTOR</th>
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| January 27th  | Class Introduction  
Chapter 6                                                | Furniss          |
|               | Chapter 6                                                  | Cahalan/Guest Speaker |
| February 3rd  | Chapters 1, 2& 3                                           | Furniss          |
| February 10th | Chapter 4 & 5                                               | Furniss          |
| February 17th | Chapter 7/Wrapup                                            | Furniss          |
| February 24th | Exam review (Tuesday, February 25th)  
Exam # 1(Thursday, February 27th)                           | Furniss          |
|               |                                                             | Morton           |
| March 3rd     | Hand back Exam #1 (Tuesday, March 4th)  
Lecture on Chapter 8 (Thursday, March 6th)                  | Furniss          |
| March 10th    | Chapters 9 &10                                              | Furniss          |
| March 17th    | Chapter 11                                                  | Morton           |
|               | Chapter 12                                                 | Furniss          |
| March 24th    | Spring Break                                                |                  |
| March 31st    | Chapter 19; wrap up and review                              | Furniss          |
| April 7th     | Exam # 2(Tuesday, April 8th)                                | Furniss          |
|               | Hand back Exam #1 (Thursday, April 10th)                    | Morton           |
| April 14th    | Appendix B & Chapters 19 & 20                               | Morton           |
| April 21st    | Chapters 13 & 14                                            | Furniss          |
| April 28th    | Chapters 14 & 16                                            | Furniss          |
| May 5th       | Wrap up and review                                          | Furniss          |
|               | Exam # 3(Thursday, May 8th)                                 | Furniss          |
| May 12th      | *All Makeup Exams (Monday May 12th (12 noon in GBB 106)    |                  |

*Students: Make sure you are in GBB 106 for the make ups exactly at 12 noon. You may take any of the exams that you missed (exams 1,2 and/or 3) at this time. Don’t contact me in advance, just show up!