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1-2003

### BADM 100.01: 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](http://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](http://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 12<sup>th</sup> 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.

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

**\* Make-up exams for any of the above missed exams (Exams 1, 2, and/or 3) will be given on Monday, May 12<sup>th</sup> 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](http://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](http://www.business.umt.edu/faculty/furniss)