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Spring 2-1-2004

# BADM 100.02: Introduction to Business

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# BADM 100 Introduction to Business

Professors Furniss/Morton- Spring 2004

**Section 1-** meets at 11:10-12:30 on Tuesdays and Thursdays in GBB 106

**Section 2-** meets at 12:40-2:00 on Tuesdays and Thursdays in GBB 106

This Syllabus, the Assignment Sheet, and my lecture Power Point Slides will soon be available on my **Blackboard Course site**. You can reach the Blackboard site from [www.business.umt.edu](http://www.business.umt.edu)

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

**Required Texts:** Contemporary Business 2003, Boone & Kurtz; and 2003-2004 Business Hits (Clark and Furniss)

**Professors:** Prof. Jerry Furniss (GBB 319) email [jerry.furniss@business.umt.edu](mailto:jerry.furniss@business.umt.edu) and Prof. Jack Morton (GBB 324) email [jack.morton@business.umt.edu](mailto:jack.morton@business.umt.edu)

**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. If for some reason I am not in my office, please see Professor Morton in GBB 324.

**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 10<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.

**Exam # 1(Tuesday Feb. 24<sup>th</sup>);** (Hand back exam on Thursday, Feb. 26<sup>th</sup>)

**Exam # 2(Tuesday, March 23<sup>rd</sup>)** (Hand back exam on Thursday, March 25<sup>th</sup>)

**Exam # 3(Tuesday, May 4<sup>th</sup>)** (Hand back exam on Thursday, May 6<sup>th</sup>)

**Makeup Exams:** *Makeup exams will be given for any missed exams (Exams 1, 2, and/or 3) on Monday, May 10<sup>th</sup> at 12:00 noon in GBB 106- please be prompt!*

**Assignments:** Assignments may receive a maximum total of 100 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 Blackboard course site under the Introduction to Business class listing.**

**Unannounced Quizzes:** *There will be 5 attendance/lecture quizzes throughout the semester. Each attendance/lecture quiz will be given at the end of the lecture and will count 5 possible points. Official absences will be excused. Please email my grader with your University recognized "Official Excuse". Total points for attendance quizzes over the semester is 25 points.*

## Total Possible Course Points:

\*Exam 1 -----100 points possible

\*Exam 2 -----100 points possible

\*Exam 3 -----100 points possible

Quizzes -----25 points possible

Assignments -----75 points possible

**Total Possible:** -----300 points (I will drop the lowest of the 3 exam scores)\*

**Grades:** The final course grade will be determined by applying the following: 270 points or more = A; 240 points-269 points= B; 210 points-239 points = C; 180 points- 209 points = D; 179 points or less = F

**Grader:** My grader (Chris) will keep regular office hours in my office GBB 319. Any questions concerning scores should be directed to the grader either in person (GBB 319), by email: [c.levitt@gtechmontana.com](mailto:c.levitt@gtechmontana.com) or by phone @ 243-2062. As soon as the grader's office hours are determined, you will be notified of the grader's office hours and they will be posted on the Blackboard course website. The grader will post your scores on the Blackboard course site as SOON AS IS POSSIBLE after the exams, quizzes or assignment due dates. **WE WILL ATTEMPT TO HAVE ALL EXAM SCORES POSTED BY 4 PM OF THE DAY FOLLOWING THE EXAM (Wednesday) SO YOU CAN DECIDE WHETHER YOU NEED TO ATTEND THE EXAM HANBACK SESSION.**

**BLACKBOARD:** In order to receive your test, quiz and assignment scores as well as critical course information (assignments, announcements, current lecture slides etc.), you must LOGON to Blackboard. You should get into the habit of checking the internet based Blackboard system before each class. **You can reach the Blackboard site from [www.business.umt.edu](http://www.business.umt.edu)** . At the bottom left hand side of the Business School's web page is the Logon icon. **See the attached Blackboard Logon protocol. If you are still having trouble, see the Lab Monitors in GBB 211.**