

Fall 2015

BA 1000

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BA 1000 - INTRODUCTION TO BUSINESS
Fall, 2015 - Section 001 – T & Th 8:00 a.m. / Room KH 129

Instructor: Colin Brooks, MBA, SPHR
Office: KH 340
Phone: 504 621-993

Hours: T & TH 9:15 a.m. - 9:45 a.m.
 & by appointment
Phone: crbrooks@uno.edu

OBJECTIVE:

Exploration of the general business environment with an emphasis on the foundation principles found within each major area of business. Effects of current events on local, national, and global business issues will be discussed.

TEXT:

M: Business, 4th Edition
 ISBN - 13: 978-0-07-802315-6 (Connect is NOT required for the course)

OFFICE HOURS:

Office hours are provided to assist students with problems, answer questions and provide assistance outside of the lecture.

GRADING POLICY:

There will be a series of exams, quizzes, and homework assignments that will be used to comprise your course grade. A weighting of this course work is listed below. You will be given the OPTION of taking a final exam. The grade on the final can be used to replace your lowest exam score. **All assignments must be submitted on-time. Assignments and Quizzes will not be accepted late. NO EXCEPTIONS.** Please pay close attention to the due dates provided on the attached course schedule.

Course Work:	Weighting %:	Total Score:
Exams 1, 2, & 3	28%	280 Points each
Quizzes 1, 2, & 3	3%	30 Points each
Resume Assignment	4%	40 Points
<u>Assignment # 2</u>	<u>3%</u>	<u>30 Points</u>
TOTAL POINTS:		1,000

The grading for the course is based on a 1000-point scale. **Do not request that a lower grade be rolled up to the next letter grade, as grades will not be rounded or rolled up.**

Grading Scale and Points:

A	90% - 100%	900-1000 Points
B	80% - 89%	800-899 Points
C	70% - 79%	700-799 Points
D	60% - 69%	600-699 Points
F	59% <	599 <

ATTENDANCE POLICY:

A daily record will be kept of class attendance. Regular and punctual attendance is expected of all students. **20 bonus points** will be awarded to those students who achieve PERFECT attendance. Students missing five (5) or fewer classes will also be awarded with bonus points based upon the scale provided below. **You are responsible for signing the roll either at the beginning or end of class.** If you forget to sign the roll on any given day – **C'est La Vie...** Signing the attendance sheet for other students, who are not in attendance (for whatever reason), IS NOT ACCEPTABLE AND WILL RESULT IN DISCIPLINARY ACTION IF DISCOVERED. The Graduate Assistant assigned to this course monitors the attendance sign-in sheet and will alert me to any discrepancies and/or differences in signatures.

Classes Missed:	0	1	2	3	4	5
Bonus Points Awarded:	20	18	16	14	12	10

All grades will be posted on Moodle. In accordance with federal guidelines for student privacy, student grades will not be made available via electronic mail, over the phone, or on a posted list. Please note the University's scheduled last day to change from audit to credit and from credit to audit status. Only extraordinary circumstances will be considered past this date for class status changes.

EXAM CONTENTS:

40 – 60 multiple choice questions. The majority of the test questions will be from the text, based on topics discussed in the lecture. A small percentage of the test questions will be based on lecture material only, or material presented by speakers, which cannot be found in the text. NO ONE will be admitted to an exam after the first person has left. **A pencil, BLUE scan-tron sheet, and picture I.D. will be required for each exam.**

MAKE-UP EXAM POLICY:

Dates for all examinations are listed in the "course schedule" section of this syllabus. Students are expected to take each exam on the announced day. Approvals for make-up exams are given on a case-by-case basis, with appropriate supporting documentation concerning reason for absence. **Please notify me in advance if you know that a conflict exists with regards to a scheduled exam date.**

ASSIGNMENTS:

Details of the Résumé assignment are posted on Moodle. The resume assignment will be discussed in detail during a class lecture. Only "**hard copies**" of resumes will be accepted (no email).

MOODLE & E-MAIL REQUIREMENTS:

Students are responsible to set up their Moodle account username and password. Students can log into Moodle from the UNO home page at www.uno.edu. Students are responsible to activate their UNO e-mail account username and password. According to University policy, all e-mail correspondence will be sent to your UNO e-mail address. You are expected to regularly check your account for communications regarding this class.

You can receive assistance with your LAN account by visiting the help desk (in room 101-T in the computer Center) or by calling the Help Desk (280-HELP).

NOTE: Campus Computer labs are located in Kirschman Hall, the University Computing Center and the Library. For other lab locations see: <http://www.uno.edu/~ucc/studentlabs.htm>

MOODLE APPLICATIONS: The following are applications of MOODLE for this course.

- Power Point slides
- Study Outlines
- Posting of all grades
- Course Announcements & Staff Information
- Course schedule/calendar.

CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES:

As per University Administrative Policy and Procedure 5.4 (July 2001), all cellular phones are to be turned off or put in silent mode. No cellular telephone conversations or **text messaging** are to occur in class as this is a major source of distraction to other classmates.

E-MAIL PROTOCOL: Please do the following in all emails sent to the instructor and/or GA:

- Use your UNO email address
- **Include a subject line which includes the course ID, section number, and the nature of your question:** for example - BA 1000, Section 001, lecture question (etc.)
- Use plain English and write in complete sentences.
- Send timely emails (that is, don't wait until the last minute to ask questions).
- Close your message with your full name and phone number.

All emails that follow the email protocol above will be answered as soon as possible.

CLASSROOM ETIQUETTE

- **Arriving Late or Leaving Early:** To minimize the distraction to other classmates, those who arrive late or who need to leave early are expected to sit in the back of the class on that day. Please make sure the door to the classroom closes quietly upon entry or exit.
- **No Packing Up Before the End of Class:** The class is scheduled for 1 hour & 15 minutes twice a week. The instructor will indicate when the lecture is finished for the day. Most days the class will go until time.
- **No Talking During Class:** Private conversations are very distracting to other students, and are the number one student complaint in large lecture formats. If you participate in private conversations, you will be asked to leave the lecture hall. The only conversations allowed are those that participate in the lecture.

DISABILITY ACCESS:

It is University policy to provide, on a flexible and individual basis, reasonable accommodations to students that have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructor to discuss their individual needs for accommodations. For more information, please go to <http://www.ods.uno.edu>

ACADEMIC INTEGRITY:

Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the Student Code of Conduct for further information. The code is available online at <http://www.studentaffairs.uno.edu>

TECHNOLOGY AND WEATHER CONTINGENCY PLANS:

Occasionally technology fails or is unavailable due circumstances beyond our control. Should you find that MOODLE or another class component is unavailable, please E-mail the instructor to document the event. Also in cases of extreme weather, deadlines may be extended. In the event of campus closures or campus network and power outages, updates can be found at 504-280-6000 or at <http://www.unoupdate.net>

COURSE PREREQUISITES:

Not open to students enrolled in a degree program in the College of Business Administration who have completed 30 hours of University credit or more. Please see the instructor after class to request an override.

OTHER (Very Important):

Tests are not returned, but may be reviewed with the Graduate Assistant (KH 341). Graduate Assistant hours are posted on Moodle under staff information. Students are encouraged to review their exams and meet with the Instructor for additional consultation as necessary.

In case of an absence, the instructor does not have a typed set of lecture notes available. It is suggested that students exchange contact information with another classmate so that a copy of the notes may be obtained.

NOTE:

*The instructor reserves the right to be flexible with the syllabus to adapt to delivery of the material, guest speakers, etc. **Students are responsible to know where the class is** regarding lecture material, assignments, and exam dates. Changes will be announced in class and communicated on Moodle.*