

UIC - UNIVERSITY OF ILLINOIS AT CHICAGO

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| COURSE: | BA 100 – Spring 2007 | CALL #: | 23918 |
| COURSE TITLE: | Business Administration Orientation – The Freshman Experience | ROOM: | 215 Lincoln Hall |
| COURSE CREDIT: | 1 semester hour of registration credit | PHONE: | 312-996-6396 |
| INSTRUCTOR: | Stacey Walters & Gina Sandoval | WEB: | www.uic.edu/cba/ugrad |
| DAY/TIME: | Tuesday | | |
| OFFICE: | 1124 University Hall | | |
| EMAIL: | deven@uic.edu | | |

TEXTBOOK:

The Buzz about Biz – UIC Bookstore
UIC Daily or Personal Planner
CBA Student Handbook, 2006-2007

CATALOG DESCRIPTION:

This course is an introduction to study strategies and techniques as well as an orientation to resources available at UIC. Students will be given an overview of the CBA majors and careers in business. This course should be taken in the first semester after acceptance into the College of Business Administration.

COURSE OBJECTIVE:

Upon completion of this course, students will be able to:

1. Recognize specific skills and resources as strategies for success in college.
2. Recognize the importance of campus based support programs.
3. Identify possible careers of interest.
4. Explore the CBA curriculum and understand all degree requirements in the CBA.

EVALUATION METHODS:

Each student is expected to maintain satisfactory performance in all course activities.

1. Attend each class
 2. Complete each assignment
 3. Attend each assigned outside class activity
 4. Participate in classroom discussions and activities
 5. Attend required meeting with instructor/advisor
- All assignments and projects must be completed in order to successfully pass this course. Letter grades/points will not be associated with the completion of assignments. They are all required and equally important.

COURSE GRADING:

Satisfactory/Unsatisfactory grades are used for final assessment. Grading is based on the above mentioned evaluation methods. All assignments are to be completed by the due date. **Late assignments will not be accepted.** Some assignments are done in class therefore the attendance policy is very important to your success.

ATTENDANCE POLICY:

Each class period is designed to be a significant learning experience and is a step toward your success in college. Therefore, **ATTENDANCE AT EVERY CLASS SESSION IS MANDATORY.** You are responsible for all information given in class. If you have an excused absence from class you must contact your instructor and expect to complete a make-up assignment.

This course and its associated coursework are being administered under the policies of the University of Illinois at Chicago (UIC), College of Business Administration Honor Code. All students are expected to respect and uphold this code.

| Week | Date | Topic and In-Class Activity | Readings | Assignments |
|------|---------|---|--|---|
| 1 | 1/16/07 | Course Overview <ul style="list-style-type: none"> Ice-Breaker Book Review Refresher | The Buzz about Biz (pgs ii-ix & 1-6) Case Study (pgs 103-106) | |
| 2 | 1/23/07 | Etiquette for Higher Ed and Life <ul style="list-style-type: none"> Case Study Web site information and Email | The Buzz about Biz (pgs 7-24 & 107-114) | <ul style="list-style-type: none"> Email Your Advisor Time Assessment activity (pg 221) Due week 3 |
| 3 | 1/30/07 | Time Management <ul style="list-style-type: none"> Introduce the Group Project | The Buzz about Biz (pgs 31-61& 73-82) | <ul style="list-style-type: none"> Semester Plan Due week 4 |
| 4 | 2/06/07 | Strategies for Academic Success Guest Speaker: Academic Center for Excellence | The Buzz about Biz (pgs 25-30 & 62-72 & 83-102) | <ul style="list-style-type: none"> Living Your Dreams Paper Due week 5 |
| 5 | 2/13/07 | Counseling Center Guest Speaker: | Book Review | <i>Reminder</i> Late Drop Deadline <ul style="list-style-type: none"> Campus Event (pg 223) Due by week 11 |
| 6 | 2/20/07 | Broaden Your Horizons Guest Speaker: Study Abroad Office <ul style="list-style-type: none"> Work on group project | The Buzz about Biz (Actg pgs 115-128) | <ul style="list-style-type: none"> Campus-wide Scavenger Hunt Due week 7 |
| 7 | 2/27/07 | Accounting <ul style="list-style-type: none"> Actg group presentation, Actg student org speaker | The Buzz about Biz (Econ pgs 129-138) | <ul style="list-style-type: none"> Schedule an Academic Advising appt Book Review Due week 9 |
| 8 | 3/6/07 | Economics <ul style="list-style-type: none"> Econ group presentation Econ student org speaker | The Buzz about Biz (Fin pgs 151-162) | <ul style="list-style-type: none"> Progress Report (pg 225) Due week 10 |
| 9 | 3/13/07 | Finance <ul style="list-style-type: none"> Fin group presentation Fin student org speaker | CBA Student Handbook | <i>Reminder</i> Academic advising appt |
| 10 | 3/20/07 | Know Your University <ul style="list-style-type: none"> Leadership paper guidelines UIC Trivia Game | The Buzz about Biz (IDS pgs163-174) | <i>Reminder</i> Campus Event paper <ul style="list-style-type: none"> Leadership paper Due week 12 |
| | 3/27/07 | Spring Break – No Class | | |
| 11 | 4/3/07 | Information and Decision Sciences <ul style="list-style-type: none"> IDS group presentation IDS student org speaker | The Buzz about Biz (Entr & Mgmt pgs 139-150 & 175-182) | <i>Reminder</i> Have you seen your advisor yet? <ul style="list-style-type: none"> Academic Program Planner (pg 227) Due week 14 |
| 12 | 4/10/07 | Entrepreneurship & Management <ul style="list-style-type: none"> Mgmt/Entr group presentation Mgmt/Entr student org speaker | The Buzz about Biz (Mktg pgs 183-192) | |
| 13 | 4/17/07 | Marketing <ul style="list-style-type: none"> Mktg group presentation Mktg student org speaker <i>Registration for Spring 2007 begins</i> | The Buzz about Biz (Career pgs193-219) | |
| 14 | 4/24/07 | Business Career Center <ul style="list-style-type: none"> Mock Interviews Internship program | | <i>Reminder</i> Start studying for final exams |
| 15 | 5/1/07 | May The Flames Burn Brightly Forever Guest Speaker: UIC Alum | | <i>Reminder</i> Start studying for final exams |
| 16 | 5/8/07 | Final Exam Week - No Class | | |