

UIC - UNIVERSITY OF ILLINOIS AT CHICAGO

COURSE:	BA 100		
COURSE TITLE:	Business Administration Orientation – The Freshman Experience		
COURSE CREDIT:	1 semester hour of registration credit		
INSTRUCTOR:	Donna Nowacki	CALL #:	17658
DAY/TIME:	Tuesday, 11-11:50a.m.	ROOM:	303 Stevenson Hall
OFFICE:	1131 University Hall	PHONE:	(312) 413-2338
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TEXTBOOK:

BA 100 Collection of Readings – Comet Press (812 W. Van Buren)
UIC Daily or Personal Planner
CBA Student Handbook, 2003-2004

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 meetings with instructor/advisor.
- All assignments and projects must be completed in order to successfully complete 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, only. Grading is based on the above mentioned evaluation methods. All assignments are to be completed by the due date. No late assignments will 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 student success in college. Therefore, **ATTENDANCE AT EVERY CLASS SESSION IS MANDATORY**. You are responsible for all information given in class. If you miss a 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	In-Class Activities	Readings and Homework <ul style="list-style-type: none"> Readings and assignments are to be completed before the next week's class begins.
Week 1	8/26/03	Course Overview	<input type="checkbox"/> Introduction of classmates <input type="checkbox"/> Student Profile	<input type="checkbox"/> Purchase the <i>BA 100 Collection of Readings</i> at Comet Press
Week 2	9/2/03	Dean's Welcome Introduction to Web-mail and CBA WebPages & Classroom Etiquette	<input type="checkbox"/> Select Web-Readings	<input type="checkbox"/> <i>BA 100 Collection of Readings</i> (pgs. 1-3) <input type="checkbox"/> Email Your Advisor <input type="checkbox"/> Attend CBA Open House on Wednesday, Sept. 10
Week 3	9/9/03	Time Management	<input type="checkbox"/> Time management assessment activity (part 1)	<input type="checkbox"/> <i>BA 100 Collection of Readings</i> (pgs. 4-33) <input type="checkbox"/> Goal Setting for Courses <input type="checkbox"/> Time Assessment activity (part 2)
Week 4	9/16/03	Strategies for Academic Success <i>Reading, Note-taking, Testing</i>		
Week 5	9/23/03	CBA Student Organizations Guest Speaker	<input type="checkbox"/> Introduce the Group Project	<input type="checkbox"/> Attend a Student Organization Event/Meeting or Campus Sponsored Event
Week 6 Late Drop Deadline	9/30/03	UIC Student Services	<input type="checkbox"/> Scavenger Hunt Meet in SSB	<input type="checkbox"/> Scavenger Hunt (part 2)
Week 7	10/7/03	Guest Speaker-Study Abroad	<input type="checkbox"/> Work on Group Project <input type="checkbox"/> Distribute Progress Reports	<input type="checkbox"/> <i>BA 100 Collection of Readings</i> (pgs. 34-105) <input type="checkbox"/> Schedule an Appointment with Academic Advisor
Week 8	10/14/03	Overview of CBA Majors	<input type="checkbox"/> Quiz <input type="checkbox"/> In class discussion	<input type="checkbox"/> <i>BA 100 Collection of Readings</i> (pgs. 106-113) <input type="checkbox"/> Complete Personality Mosaic (110-113) <input type="checkbox"/> Progress Report (Due week 9)
Week 9	10/21/03	Career Planning & Development CBA Business Career Center Guest Speaker – Annette Clemens	<input type="checkbox"/> In class Career activity	<input type="checkbox"/> Begin Career Research Paper
Week 10	10/28/03	Counseling Center Guest Speaker	<input type="checkbox"/> Work on group projects	<input type="checkbox"/> CBA Student Handbook
Week 11	11/4/03	CBA Curriculum [DARS]	<input type="checkbox"/> Midterm review <input type="checkbox"/> Begin Academic Program Planner	<input type="checkbox"/> Academic Program Planner
Week 12	11/11/03	Alumni Guest Speaker	<input type="checkbox"/> In class project	<input type="checkbox"/> Prepare for Career Presentation
Week 13 Registration Begins	11/18/03	Career Presentations		<input type="checkbox"/> Career Research Paper due on 11/25
Week 14	11/25/03	Career Presentations		
Week 15	12/2/03	Class Evaluations		
Week 16	12/9/03	Final Exams	No Class	

