



# LINCOLN UNIVERSITY

## Introduction to Business (BA 10)

### COURSE SYLLABUS

Fall, 2017 – Wednesday (9:00 am – 11:45 am)

Instructor: Dr. Arthur Ashurov, # 407;

Office Hours: Wednesdays from 11:30am to 12:30pm by arrangement

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Credit: 3 Units = 45 Lecture Hours

#### **Required Textbook:**

Understanding Business, 2013 10th Edition, W. G. Nickels, J. M. McHugh, S. M. McHugh; McGraw-Hill; ISBN : 978-0-07-352459-7

#### **Course Description:**

A survey of the basic functions, objectives, and structure of a modern business within the framework of a free-enterprise system. The course focuses upon the specialization and interdependence of business function and skill in decision-making. It is a prerequisite for all business major courses except accounting and statistics.

**Last Revision:** August 14<sup>th</sup>, 2017

#### **Course Objectives:**

1. To understand the concept of economic systems, competition, and business enterprises in the international marketplace.
2. To gain knowledge of business ethics and laws, accounting and computer data systems by which businesses are controlled, banking and securities.
3. To understand the types of business ownership for small and large enterprises, organizational structures and management function.
4. To discuss the fundamentals of insurance, production, marketing, human resources, and employee motivation.

#### **Instructional Methods:**

The course will be conducted in the form of lectures and interactive discussions on the present economic environment and business essentials. Video case studies will be provided.



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**Course Learning Outcomes:**

	Course Learning Outcome	Assessment Activity
1	Demonstrate an ability to understand and apply the concepts and applications of business essentials.	Participation in the in-class discussions; video case studies; quizzes; midterm/final exams
2	Demonstrate basic skills of understanding and improving business operations in manufacturing and service sectors of business world.	Participation in the in-class discussions; video case studies; quizzes; midterm/final exams
3	Understand a variety of business ownership forms for small and large enterprises, organizational structures, accounting and computer data systems by which businesses are controlled, banking and securities.	Participation in the in-class discussions; video case studies; quizzes; midterm/final exams

**Attendance:**

Students are expected to attend each class section. If you cannot attend a class due to a valid reason, please notify the instructor prior to the class.

**Grading Policy:**

Your grade will be determined as follows:

Grade Structure	Points
Team Presentation + Team Evaluation	70 + 30
Attendance	30
Participation in the Class	70
Midterm Exam	100
Final Exam	100
Total Points	400

Grades will be earned as follows:

Points Earned	Letter Grade
360- 400; 340-359	A; A-
320-339; 300-319; 280-299	B+; B; B-
260-279; 240-259; 220-239	C+; C; C-



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180-219	D
<180	F

## Exams:

We will have two exams: midterm and final exam during the course. Exams will cover all assigned chapters, any additional readings or supplementary materials covered in class. The exams are **not** “open book” or “open notes”. Students for whom English is not a first language may use a dictionary during exams.

**ABSOLUTELY NO MAKEUP TESTS AND PROJECTS ARE ALLOWED.**

## Other Comments:

- Please participate. What you put into the class will determine what you get out of it – and what others get out of it.
- Please come **on time**. Late arrivals disturb everyone else. Attendance will be taken in **10-15 minutes** after the beginning of each class.
- Students may not read other materials (newspapers, magazines) during class.
- Students are to remain in class during the entire session with the exception of breaks. **Students are not allowed to come and go during class session.**
- If you miss a class, you are responsible for getting notes/slide printouts on the material covered from a classmate or the instructor.
- To avoid distracting noise in class, cellular phones **must** be turned off or the ringing mode silenced.
- All class participants are expected to exhibit respectful behaviors to other students and the instructor. All students have the right and privilege to learn in the class, free from harassment and disruption. Inappropriate or disruptive behavior will not be tolerated, nor will lewd or foul language.

*The instructor reserves the right to change this syllabus*

## CLASS SCHEDULE:

Date	Focus of Discussion	Homework Assignment
W: 08/23	Orientation via Syllabus. Introduction. Business Trends: Cultivating a Business in Diverse. Chapter 1. Team Project Assignment	Ch.1
W: 08/30	Chapters 2,3. Case 1.	Ch.2,3. Case 1



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W: 09/06	Chapter 4. Business Ownership: Starting a Small Business. Chapter 5.	Ch.4,5
W: 09/13	Chapter 6. Business Management: Empowering Employees to Satisfy Customers. Chapter 7	Ch.6,7
W: 09/20	Chapter 8. Case 2.	Ch. 8. Case 2
W: 09/27	Chapter 9	Ch.9
W: 10/04	Management of Human Resources: Motivating Employees to Produce Quality Goods and Services. Chapter 10. Midterm Exam Review.	Ch. 10
W: 10/11	<b>Midterm Exam (Chapters 1-10)</b>	
W: 10/18	Chapters 11,12 Case 3.	Ch. 11,12. Case 3
W: 10/25	Marketing. Chapters 13,14	Ch.13,14
W: 11/01	Chapters 15,16. Case 4	Ch.15, Ch.16. Case 4
W: 11/08	Managing Financial Resources. Chapters 17, 18	Ch. 17, 18
W: 11/15	Chapter 19. Securities Markets: Financing and Investing Opportunities.	Ch.19
W: 11/29	Chapter 20. Case 5 Team Project Presentation. Final Exam Review	Ch. 20. Case 5
Th: 12/06	<b>Final Exam</b>	

**NOTE: This schedule is subject to change**



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## Appendix. Program and Institutional Learning Outcomes.

<b>Institutional Learning Outcomes (ILOs)</b>	
<i>Graduates of the BA program of Lincoln University should be able to:</i>	
<b>1a</b>	Develop the habits and skills necessary for processing information based on intellectual commitment, and using these skills to guide behavior.
<b>2a</b>	Raise important questions and problems, and formulate them clearly and precisely in oral or written communication
<b>3a</b>	Act with dignity and follow the principles concerning the quality of life of all people, recognizing an obligation to protect fundamental human rights and to respect the diversity of all cultures.
<b>4a</b>	Focus on individual and organizational benefits; communicate to co-workers and company's leadership in facilitation of collaborative environment; to be honest and transparent with regard to their work, and to be respectful of the work of others.
<b>5a</b>	Display sincerity and integrity in all their actions, which should be based on reason and moral principles; to inspire others by showing mental and spiritual endurance
<b>6a</b>	Show creativity by thinking of new and better goals, ideas, and solutions to problems; to be resourceful problem solvers.
<b>7a</b>	Define and explain the boundaries, divisions, styles and practices of the field, and define and properly use the principal terms in the field

<b>Program Level Outcomes (PLOs)</b>	
<i>Students graduating our BA program will be able to:</i>	
<b>1</b>	Demonstrate knowledge in the principle areas of general business and specific areas of concentration, which include: general business, management, entrepreneurship, and management information business.
<b>2</b>	Determine the information needed to evaluate a business problem. Apply critical thinking and reasoning skills to recognize credibility and accuracy.
<b>3</b>	Demonstrate the ability to communicate with others using written and oral communication tools.
<b>4</b>	Demonstrate the ability to use analytical skills to understand business problems and make well-informed decisions.
<b>5</b>	Apply and comply with ethical and legal principles and evaluate different ethical perspectives.