LINCOLN UNIVERSITY BA 10 – INTRODUCTION TO BUSINESS COURSE SYLLABUS

Department of Business and Economics Summer, 2015

Lecture Schedule:	M/W: 9:00 – 11:45 AM
Credit:	3 units (45 hours of lectures)
Instructor:	Prof. Ken Germann, MBA, JD
Office Hours:	M/W, 8:00 AM – 9:00 AM and TBA
E-mail:	kgermann@lincolnuca.edu
Phone:	(510) 628-8016
Home e-mail:	kengermann@att.net
Home Phone:	(510) 531-3082
Textbook:	Understanding Business
	10 th Edition, by Nickels, McHugh, J., and McHugh S., McGraw-Hill, NY, NY, 2013
	ISBN-10: 007352459X, ISBN-13: 9780073524597

CATALOG 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. (3 units)

COURSE OBJECTIVES

- Students will understand how free market system works.
- Students will understand how banking and investment work and the ethical considerations.
- Students will have a thorough knowledge of both organizational structure and human resources.
- Students will learn the general management issues in planning, financing, marketing, personnel and legal requirements.

PROCERDURES AND METHODOLOGY

Lecture method is used in combination with application assignments. The emphasis will be on learning by doing. Every student must participate in an intensive preparation and classroom activity.

COURSE PROJECT

Every student must complete and submit a plan for setting up a business operations in a new international market place. Final project will be presented orally on the last day of class.

REQUIREMENTS

Continuous assessment is emphasized. Written assignments will be given every week. Reading, writing and "application assignments" are scheduled throughout the course. Students must complete all assignments and do all exams on the dates scheduled. Plagiarism will result in the grade "F".

ATTENDANCE

Students are expected to attend each class session. If you cannot attend a class due to a valid reason, please notify the instructor prior to the class. Students will not receive any credit for missed assignments.

EXAMS AND GROUP PROJECT

Both midterm and final exams are take home and case studies, where the student uses their learnings to solve actual problems. The group project will be undertake a larger problem and develop solutions to them. Teams will be required to do an oral presentation on the final class.

GRADING

Class Participation		100 pc	oints
Mid-term exam		100 pc	oints
Final exam		100 pc	oints
Course Project - Written		100 points	
	Oral	<u>100 pc</u>	oints
Total		500 pc	oints
470-500	٨	265 291	C
470-300	А	365-384	С
450-469	A-	350-364	C-
435-449	B+	300-349	D
415-434	В	299 & below	F

415-454	D	
400-414	B-	
385-399	C+	

COURSE SCHEDULE

Class	Торіс	Chapters
1	Overview	Ch. 1, 2
1b	Modern Business Environment	Ch. 3, 4
2	Business Ownership	Ch. 5, 6
2b	Organizational Structures	Ch. 7, 8
3	Management and Motivation	Ch. 9, 10
3b	Human Resource Management	Ch. 11, 12
4	(a) Review	
	(b) Take home Midterm Exam	
5	Marketing: Product and Price	Ch. 13, 14
5b	Marketing: Promotion and Distribution	Ch. 15, 16
6	Accounting	Ch. 17, 18
6b	Financial Management	Ch. 19, 20
	Take Home Final	
7	Group Project: Written & Oral	
7b	(a) Final Take home Exam	
	(b) Written Course Project Due	
	(c) Oral Presentation of Course Project	

BA10: Introduction to Business Syllabus

- Participation is required. 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.
- If you miss a class, you are responsible for getting notes on the material covered from a classmate.
- To avoid distracting noise in class, cellular phones must be turned off or the ringing mode silenced.
- Questions and comments during the class are welcome. Do not hesitate to ask questions do not leave anything unclear for you.

MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester. Announcements of any changes will be made in the classroom.

INSTRUCTOR BIO

My first career was in operations for manufacturers. I worked as an expediter, quality control inspector, junior chemist, front line supervisor and plant manager. I was lucky enough to be a poverty attorney during the "War on Poverty". My third career was as a producer, director, script writer and actor for a murder mystery company. For the past thirty years I have had a consulting firm, specializing in management and marketing problems.

Like many students, I pursued four degree programs while working full time. My passion is teaching. I have over thirty years of teaching graduate and undergraduate business classes. My other interests are family and travel. I have had an opportunity to work and travel to 181 countries.

Course Revised: May 20, 2015