

SYLLABUS

Date/Revision : March 23, 2018/SaP
Faculty : Business & Social Sciences
Study Program(s) : International Business Administration (IBA), Management (MGT/AVM), Hotel & Tourism Management (HTM), International Relations (INR)

SUBJECT: Business Management 1

1 Basic Information

1.01	Subject Name	Business Management 1
1.02	Semester	1
1.03	Level	1
1.04	SKS	2
1.05	Mandatory / Curriculum	F-01
1.06	Subject Code	BUM1
1.07	Subject Code	BSS-F-BUM1-1000
1.08	Year	2017 (1)
1.09	Quality Control	Final Test, Quiz, Individual/Group Papers/Projects, OFSE, see evaluation
1.10	Limitations	Min 12 and Max 32 students in one class
1.11	Combined with	MGT, IBA, HTM, INR
1.12	Prerequisite	None
1.13	Responsible	Dr. Samuel Prasetya
1.14	Revision	Mar 23, 2018/SaP

2 Description of Subject

In conjunction to the Business Management 2, this course covers the following topics for the duration of the semester; nature of business & business systems, business ethics & social responsibilities, global business, business management, organizing business, nature of management, teamwork & communication, and operation management

3 Objectives

- Overview on the nature of business & business systems
- Overview on the business ethics and social responsibilities
- Overview on the global business setting
- Overview on the management and organization of business establishments
- Overview on teamwork and organizational communication
- Overview on operational activities

4 Competency

After having the course, students are expected to:

- most important methodological approaches and concepts of business administration and social sciences. This ensures the ability to identify various methodological approaches and basic concepts in business
- The ability to describe the core aspects of business administration and social sciences and will be able to illustrate, contrast, and apply the main concepts and theories from the fields of business administration.
- Recognitions on the basics of doing business inside a company.
- critically identify the role of an entrepreneur and the process of business planning.

5 Learning Approach / Methodology

- Lectures/Class contact (time-tabled) supplemented with interactive questions and answers;
- Tutorials/Class discussion/Group work: review of materials, revision, case studies and/or reports writing;
- Student Study Effort: homework/assignment, presentation, preparation for test/quizzes/examination.

6 Evaluation

5.1	Absence maximum	25%
5.2	Projects/Report Writing	20 Points
5.3	Presentation	10 Points
5.4	Quizzes	10 Points
5.5	Final Examination	60 Points
	Total	100 Points

7 Text Book and Reference

1 Main Text Book:

	Ferrell, OC, Geoffrey A. Hirt, and Linda Ferrell (2016), <i>Business: A Changing World</i> , 10 th Edition, McGraw-Hill/Irwin, New York City, NY: USA. ISBN 978-981-4714-25-9
2	<p>Supplement Textbooks:</p> <ul style="list-style-type: none"> • Ferrell, OC, Geoffrey A. Hirt, and Linda Ferrell (2011), <i>Business: A Changing World</i>, 8th Edition, McGraw-Hill/Irwin, New York City, NY: USA. ISBN 978-125-900743-9 • Ebert, Ronald J, and Ricky W. Griffin (2012), <i>Business Essentials</i>, 9th Edition, Pearson Prentice Hall, Upper Saddle River, NJ: USA. ISBN 0-13-15720-5 • Nickels, W., J. McHugh, and S. McHugh (2010), <i>Understanding Business</i>, 9th Edition, McGraw Hill Higher Education, Columbus, OH: USA

8	Content / Topics of Lecture
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Week	Topics	Content	Remarks
1	Introduction session	Overview on the general business environment	Group formation Group Topic selections for Group writing project
2	The Dynamics of Business and Economics	<ul style="list-style-type: none"> • Chapter 1 • Perspective on the general economic condition • The law of supply and demand • The economic foundations of business 	
3	Business Ethics & Corporate Social Responsibilities	<ul style="list-style-type: none"> • Chapter 2 • Organizational vision & mission • Level of organizational ethical values 	
4	Evaluation on the previous discussions & chapters	Chapter 1-3	Draft 1 Quiz 1
5	Business in Borderless World	<ul style="list-style-type: none"> • Chapter 3 • Factors in international business • National competitive advantage • Differences in social, culture, economic, legal & political situation 	
6	Option for Organizing Business	<ul style="list-style-type: none"> • Chapter 4 • Basic concepts on enterprises • Differences in sole proprietorship, partnerships & corporations 	
7	Small Business,	<ul style="list-style-type: none"> • Chapter 5 	Draft 2

Week	Topics	Content	Remarks
	Entrepreneurship & Franchising	<ul style="list-style-type: none"> The nature of entrepreneurship The nature of small businesses The role of small businesses in the economy 	Quiz 2
8	Semester break		
9	The Nature of Management	<ul style="list-style-type: none"> Chapter 6 The importance of management Management functions Types of management Managerial skills 	
10	Organization, Teamwork & Communication	<ul style="list-style-type: none"> Chapter 7 Organizational culture Developing organizational culture Influential factors on organizational culture 	
11	Managing Services & Manufacturing Operation	<ul style="list-style-type: none"> Chapter 8 Service operations Manufacturing operation Planning & designing operation systems 	
12	Evaluations on previous discussions & chapters	Chapter 6-8	Draft 3 Quiz 3
13	Review chapters for final exams & group projects	Chapter 1-8	Group Presentation
14	Review chapters for final exams & group projects	Chapter 1-8	Group Presentation
15	Review chapters for final exams & group projects	Chapter 1-8	Group Presentation Final draft
16	Silent Week		
17-18	Final Examination	Chapter 1-8	

Paper Writing Guidelines

For the group assignment on paper writing, please adhere to the following guidelines;

1. Use size A-4 paper
2. Set to “full justified” so all sentences are aligned both left and right margins
3. Fonts:
 - a. Times New Roman 12 in a single space with spaces before and after are 0 points for all sentences in the body of the paper.

- b. Times New Roman 14, bold, single space, 0 points for before and after for all headings and sub-headings. All headings and sub-headings should be properly numbered.
 - c. Times New Roman 14, bold, centered, single space, 0 points for before and after for the title of the paper on the top of the page
 - d. Times New Roman 12, bold, centered, single space, 0 points for before and after for all titles and sources of tables, illustrations and graphs. All tables, illustrations and graphs should be centered.
4. Set the paper margins into 2.5 cm (left and right), and 3 cm (top and bottom).
 5. Use the top header to write down name(s), and bottom header to write down the page number.
 6. Run spell check prior to submissions (please set to “US English”)
 7. Use automated referencing systems, which are available from Word (version 2007 and up), including other third parties software, such as; Mendeley, EndNotes and others.
 - a. Sources should be based on textbooks, newspapers, magazines, journal articles, and/or annual reports.
 - b. Please refrain from using Wikipedia as the main source of your references/citations.
 - c. The use of automated referencing should also be used for making all titles on each of the graphs, illustration and/or tables in your paper.
 - d. On every draft submissions, you must have the bibliography.
 8. Please refer to the following repositories for examples on paper writing and format
 - a. <http://ssrn.com/author=678663>
 - b. Faj-journal.blogspot.co.id
 - c. Insight-sgu.blogspot.co.id
 - d. Jams-upj.blogspot.co.id
 9. Each of the draft submissions must be in your own personal colored-folder;
 - a. IBA students use yellow folder
 - b. MGT students use green folder
 - c. HTM students use gray folder
 - d. INR students use orange folder