**I. COURSE TITLE:** Introduction to Business Management

**COURSE NUMBER:** 2232 **CATALOG PREFIX:**  OFIT

 **II. PREREQUISITES:**  None

**III. CREDIT HOURS:**  3.0 **LECTURE HOURS:**  3.0

**LABORATORY HOURS:** 0  **OBSERVATION HOURS:** 0

 **IV. COURSE DESCRIPTION:**

This class introduces the student to the fundamentals of business. Special emphasis is placed on business in the global economic environment, organization and management, operations and technology, personal finance management.

**V. GRADING:**

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 - 59

**VI. ADOPTED TEXT(S):**

*Principles of Business – 9th Edition*

Authors: Dlabay; Burrow;Kleindl

[Publisher: South-Western](http://www.cengage.com/search/showresults.do?Ntk=all&Ntt=0538445610&N=15)- Cengage Learning

Copyright: © 2017

**BUNDLED ISBN INCLUDING MINDTAP ACCESS CODE**: **9781337546553**

**VII. COURSE OBJECTIVES:**

 Upon successful completion of the course the student will be able to:

1. Understand supply and demand
2. Apply social responsibility concepts
3. Define management, leadership, ethical management
4. Define different career options in business operations and technology
5. Present financial and budgeting techniques
6. Present a saving and investment plan
7. Present a life span plan with goals for education, career, family, finances, community, and retirement

**VIII. COURSE METHODOLOGY**

Can include any of the following:

1. Portfolio of documentation representing skills and knowledge gained
2. Hands on textbook applications and exercises for creating and working within databases and related objects.
3. May include but not limited to: lecture, independent and group projects, in-class and at-home assignments, discussions, portfolios, tests and quizzes.

**IX. COURSE OUTLINE:** **SAMPLE WORK SCHEDULE**

|  |
| --- |
|  |
|   |
| **Week 1** – Welcome to your course and Blackboard setup and navigation.**Week 2** – Chapter 1: Economic Decisions and Systems and Chapter 2: Economic Activity**Week 3** – Chapter 3: Business in the Global Economy**Week 4** – Chapter 4: Social Responsibility of Business and Government**Week 5** – Chapter 5: Business Organization**Week 6** – Chapter 6: Entrepreneurship and Small Business Management**Week 7** – Chapter 7: Management and Leadership**Week 8** – Chapter 8: Human Resources, Culture, and Diversity and Chapter 9: Career Planning and Development**Week 9** – Chapter 10: Marketing and Chapter 11: Business and Technology**Week 10** – Chapter 12: Financial Management and Chapter 13: Production and Business Operations**Week 11** – Chapter 14: Risk Management and Chapter 15: Consumers in the Global Economy**Week 12** – Chapter 16: Money Management and Financial Planning and Chapter 17: Banking and Financial Services**Week 13** – Chapter 18: Consumer Credit**Week 14** – Chapter 19: Saving and Investment Strategies**Week 15 and 16** – Chapter 20: Insurance and Final Test |

\**Instructor will reserve the right to organize work to meet objectives of the course*.

**X. OTHER REQUIRED BOOKS, SOFTWARE AND MATERIALS:**

1. Word processing software or as assigned by the instructor.
2. Mindtap Resourcesr

**XI. EVALUATION:**

1. Students will complete multiple exercises required to reflect business concepts and comprehension.
2. Other assignments, projects, exercises, discussions, portfolios, quizzes, and tests may be assigned and graded at the discretion of the instructor.

**XII. SPECIFIC MANAGEMENT REQUIREMENTS:**

Assignments will be evaluated according to instructor directives.

**XIII.** **OTHER INFORMATION:**

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes.

Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.