

College of Business Administration, Al Kharj

MGT 201 Introduction to Business

COURSE SYLLABUS

Class Schedule: Sunday 10:00 to 12:00 am, Wednesday 10:00 to 11:00 am &

INSTRUCTOR

Name: Mr.Syed Faisal Quadri

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OFFICE HOURS

Office hours are Sunday:-1:30-3:30 pm, Monday: - 1:30 to 3:30 am and Tuesday:-1:30-3:30 pm, and by appointment. I am available during office hours but if you cannot come during this time, just get in touch with me via email to set up an appointment if you want to talk to me.

PREREQUISITES: NA

COURSE OBJECTIVES

This course provides an overall picture of the business world; it discusses business functions such as production, marketing, finance, human resources, research and development, accounting, etc., methods of business operation, types of business ownership, management functions, and the role of business organizations in contemporary society. In addition, the roles of various institutions that operates in the business environment

LEARNING OUTCOMES

1. Discuss the Meaning, scope and overview of Business
2. Recognize different Business Functions and Identify different business methods
3. Understand the different types of Business Ownership
4. Identify different Management Functions.
5. Understand the role of Business in contemporary society
6. Understand the importance of ethics and moral values in Business

REQUIRED READINGS

Textbook:

Bovee, Thill and Mescon, (2007) "Excellence in Business"-Prentice Hall, 3rd edition

References:

1. Jeff Mudra, (2006) "Introduction to business" Prentice Hall, 2nd edition
2. Lara Dias and Amith Sha (2007) "Introduction to business" Mc Graw Hill 1st edition
3. William Nickles, James McHugh and Susan (2007) "Understanding business –PH 1st edition
4. William M. Pride Robert and Kapoor (2006) "Business " Mc Graw Hill 2nd edition
5. Ferrell, Fraedrich, Ferrell (2008) "Business Ethics " Ethical Decision Making and Cases. 7th Edition Houghton Mifflin USA.

Electronic Sources:

<http://www.icmr.org.in>

<http://www.en.wikipedia.org/>

Writing Guidelines: Valuable websites related to APA style :

<http://apastyle.apa.org/>

<http://www.docstyles.com/>

COURSE SCHEDULE

Week	Chapters Covered	Topics	Readings & Assignments
1	<i>The Overview of Business Textbook: Chap1</i>	meaning and significance of business, Micro and Macro factors; Concept of LPG and its impact on business	<i>Reading-Textbook pp: 24-29</i>
2	<i>The Overview of Business Textbook: Chap1 Textbook: Chap1</i>	Concept of LPG and its impact on business	<i>Reading-Textbook pp: 33-34 Assignment-Textbook pp: 630</i>
3	Business Functions and Business Methods Chap.9-10	Functions of Management: Defining Management,	<i>Reading-Textbook pp: 228-244 Quiz</i>

4	Business Functions and Business Methods Chap.9&12	Functions of Management: Defining Management, its Functions- Planning, Organising,	<i>Assignment- 14.17,</i> Textbook pp: 228-244
5	Business Functions and Business Methods Chap.11 & 17	Functions of Management: Defining Management, its Functions- Directing and Coordinating	<i>Reading-Textbook</i> pp: 228-244
6	Types of Business Ownership Chap.6	Types of Business,ownership,sole,Partnership Public Ltd,private ltd	<i>Assignment-194-198,</i> Textbook pp: 194-198
7	Types of Business Ownership Chap.6	Types of Business,ownership,sole,Partnership Public Ltd,private ltd	<i>Assignment-,</i> Textbook pp: 194-198
8	Managerial Functions <i>Textbook: Chap7</i>	Various Managerial Functions	<i>Reading-Textbook</i> pp: 62-74,243 <i>Assignment-</i>
9	Managerial Functions <i>Textbook: Chap7</i>	Various Managerial Functions	<i>Reading-Textbook</i> pp: 62-74,243 <i>Assignment-</i>
10	Business Organization and Contemporary Society	Business Organization role and significance to contemporary society	<i>Reading-Textbook</i> pp: 32-68,177 <i>Assignment-</i>
11	Business Organization and Contemporary Society	Business Organization role and significance to contemporary society	<i>Reading-Textbook</i> pp: 32-68,177 <i>Assignment-</i>
12	Business Organization and Contemporary Society	Business Organization role and significance to contemporary society	<i>Reading-Textbook</i> pp: 32-68,177 <i>Assignment-</i>
13	<i>Ethics and Moral Values in Business</i> <i>Textbook: Chap.2&3</i>	Importance of Ethics and values in Business	<i>Reading-Textbook</i> pp: 62-74,243 Quiz
14	<i>Ethics and Moral</i>	Importance of Ethics and values in Business	<i>Reading-Textbook</i>

Values in Business
Textbook:
Chap.2&3

pp: 62-74,243
Quiz

GRADING PROCEDURES

Assessment	Assessment task (eg. quiz, group project, examination)	No. of times & week due	Proportion of final grade (%)
1	Assignment	At least 3 assignments	10
2	Mid term -I	5th	15
3	Mid term -II	10th	15
4	Quizzes	At least 5 quizzes	10
5	Mini project	13th	5
6	Presentation	13th	5
7	Final Examination	14th	40
			100

STATEMENT ON TECHNOLOGY USE

Please note that communication devices such as cell phones, Blackberries, etc. capable of sending and or receiving electronic communication and all entertainment devices are to be turned off and kept off throughout the class session. Receiving or sending communication or entertainment during class disrupts the learning environment and is rude to those around you. Laptops can be used only with the express permission of the instructor. When you are permitted to use your laptop for note-taking purposes, Internet connections are prohibited unless otherwise stated by the instructor. There will be no use of laptops during examinations. If you need to use your cell phone as a calculator then first you need to put your phone in offline mode.

CLASS ETIQUETTE

As in other courses, I need your cooperation to ensure orderly conduct of the lectures.

- Please arrive on time. If you are going to be late on a particular day, for a valid reason, please let me know in advance.
- If you have to leave early on a particular day, for a valid reason, please let me know in advance; also, try to find a seat near an aisle to minimize disruption to others. You may not come and go as you please.
- For the exams, please arrive on time and take your seat promptly. You may start only when I announce the start of the exam and you must stop and hand-in your exams when the exam ends.
- Private discussions, including scribbling notes, among students are disruptive to others. If you have a question or something to contribute to the class discussions please share it with all of us.
- During class discussions and interactions all opinions and thoughts related to the course topics must be respected. Mutual respect is crucial in any learning environment.

EXAMS

The final exam is comprehensive; about 40% of the final exam will cover the material before the midterm 1; and another 30% before the midterm 2, and 40% after midterm 2. exam is closed-book, closed-notes, with a combination of multiple choice, false/true questions, and short answer questions. You may use a calculator, but sharing one is not permitted. Also, devices capable of wireless transmission are not allowed. I will provide you with the necessary formulae but you will be responsible for the assigned chapters, any material covered in class, and the assigned readings. The exams are intended to assess how well you understand the basic ideas and principals, and how you can apply them for some specific business related scenarios. The midterm exam is a **60** minute exam; the final exam is 2 hour exam.

GRADE APPEAL

If you are not satisfied with your exam grade for objective reasons, you may appeal to me in writing, within one week after the exam is handed out. Be clear and specific about the answers that you feel needs to be re-graded and about your reasons for requesting re- grading. As a result of re-grading your score may increase or decrease.

MAKE UP EXAMS

Current department policy to which I adhere is the following:

No make-up midterm or final exams will be allowed. If for any reason a student must miss an exam, he/she will be given a '0' for that exam. If there are extenuating circumstances that prevent the student from taking an exam, he/she must discuss the reason with the instructor before the time of the exam. Current department policy is that a student will not be given a make-up exam unless he/she obtains a written permission from the instructor in advance. In addition, a student must be able to document the extenuating circumstance. In case of urgent and unexpected event, the student must provide all official justifications (e.g., government hospital note; other official documentation).

TEAM PROJECTS GUIDELINES

1. A hardcopy of your group project due in 08.05.10
2. An electronic copy of your report to be e-mailed to me at faisalcba@gmail.com by 3:00 PM on 05.05. 2010.
3. A fifteen -minute oral presentation to be delivered during classes on 11.05.10.

Format of Group Project Report and Presentation

The format of the group project report and presentation should be 1) a one-page executive summary, 2) up to 10 pages of text (using APA style).3) detailed supporting exhibits, and 4) a list of your sources of information. The entire document should not exceed 15 pages double spaced. The content of the project should include i. introduction ii. Literature Review, (if applicable) iii. Objective, iv. Methodology, v. Analysis, vi. Findings & Conclusion, and vii. References.

GETTING HELP

If you have questions about any aspect of the course, you can always ask me. If it is a quick question, you can catch me before or after the class, or during the break in between. If you want more time or privacy, you can come to my office hour. If you cannot come during office hours, you can contact me for an appointment. The best way to reach me is by e-mail. I check it all the time.

STATEMENT ON ACADEMIC INTEGRITY

King Saud University seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles.

Appendix I
PEER EVALUATIONS
Team Project

Please allocate 100 points among your team members, including yourself, to reflect each person's relative contribution to your team. Write the name of each member of your team, including yourself, in the spaces below and then assign points to each person. Make sure the points add up to 100. If I do not receive a peer evaluation from you then I will assume that all members contributed equally to the project.

<u>List Name of Person</u>	<u>Points</u>
Yourself	_____
Team Member	_____
Total:	_____100_____

Explanation

Please explain why you divided up the points the way you did. This explanation is an important component of the peer evaluations, so please take the time to provide a thorough explanation. Peer evaluations that have a good explanation will be taken more seriously than those that do not.