

Name: Introduction to Business Administration					
module/course code	Student workload	Credits (ECTS)	Semester	Frequency	Duration
IAB4003	510 (minutes/week)	4.53 ECTS	I	Odd Semester	1x per semester
	Types of courses: Tutorial/Lecture/ Response	Contact hours: 150 minutes/week		Independent study 360 minutes/week	Class size X students 30 Students (S1)
1	Prerequisites for participation -				
2	Learning outcomes 1. Students are able to understand theoretical concepts about business organizations 2. Students are able to exemplify the concept of business organization in tax management in business and private organizations 3. Students are able to explain the functions of business organizations in tax management 4. Students analyze their own abilities towards work groups and their responsibilities towards personal assignments				
3	Description This course provides knowledge about aspects related to business activities from the start of business activities to the end of these business activities. Business people have an understanding of the tax consequences inherent in these business activities.				
4	Subject aims/Content: 1. Introduction 2. Basic Concepts and Business Elements 3. Entrepreneur, Manager, Employee 4. Business Environment 5. Business Ethics and the Legal Business Environment 6. Leadership, Influence and Communication in Business 7. Motivation and Management of Individuals and Groups in Business Organizations 8. MIDDLE SEMESTER EXAM 9. Business Organizational Structure and Culture 10. Information Technology and E-commerce 11. Marketing and Product Development 12. Operations and Inventory Management 13. Human Resources Management 14. Accounting 15. Finance 16. FINAL SEMESTER EXAM				
5	Teaching methods : Presentation, Group, Interactive Discussion, Lecturer Conclusion				
6	Assessment methods : Presentation 10% Discussion 20% Task 20% MIDDLE SEMESTER EXAM 25% FINAL SEMESTER EXAM 25%				
7	Other information e.g. bibliographical references: C.1 Mandatory 1. Jones, Gareth R., Introduction to Business, How Companies Create Value for People, McGraw-Hill Irwin, New York, NY, 2007 – ISBN #978-0-07-352456-6.				

	<p>2. Madura., Jeff. Introduction to Business, Fourth Edition, Thomson Higher Education, Mason, USA, 2007.</p>
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C.2 Complementary

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| | <ol style="list-style-type: none">1. Brown, Betty J dan John E Clow, Introduction to Business, 2008, McGrawHill2. Harrison, Mike, an introduction to business and management ethics, 2005, Palgrave Macmillan X X 23. Kurtz, David L, Contemporary Business, 2010, John Wiley & Sons |
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