

Course Information

Course Title:	Foundations of Business
Course Number:	MAN 1107
Credit Hours:	3.0
Lab Hours:	None
Prerequisite(s):	None
Course Description:	The American business system and basic principles of the free market system. Includes introduction of business concepts, entrepreneurship, management, marketing, economics, accounting and other important business principles.
Required Text:	Kurtz, David L. and Boone, (2011). Louis E. <i>Contemporary Business</i> , 14th Ed. John Wiley & Sons
Required Materials:	None
Technical Requirements:	For additional information go to the Technical Help Page under Resources tab.

Faculty Information

Instructor:	Fill in text here...
Department:	Management
Course Email:	Please use ANGEL Email
Emergency Email:	Current and recommended practice for most Sinclair faculty is to use your Sinclair email here.
Phone:	Fill in text here...
Office Location:	Fill in text here...
Office Hours (campus):	By appointment
Office Hours (online):	By appointment

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Course Outcomes

Program Outcomes:

Oral Communication Competency

- Organize ideas in a logical and purposeful way, using effective verbal and nonverbal skills to explain those ideas in a variety of oral communication interactions.
- Compose and deliver oral messages appropriate to an intended audience.

Written Communication Competency

- Integrate Sources.
- Read and respond critically.

Critical Thinking/Problem Solving Competency

- Raise relevant questions.
- Articulate ideas or problems.
- Organize observable data into useful formats.
- Exhibit openness to alternative ideas.
- Demonstrate analysis of information to support a chosen position with attention to consequences.

Values/Citizenship/Community Competency

- Display behavior consistent with the ethical standards within a discipline or profession.
- Take responsibility for actions
- Demonstrate honesty in a variety of contexts
- Respect the rights of others

Computer Literacy Competency

- Utilize Internet applications.
- Utilize word processing applications.

Information Literacy Competency

- Identify appropriate investigative methods.
- Access information using library resources, electronic resources and/or field resources.
- Analyze information.
- Evaluate information.
- Organize information systematically and appropriately.
- Use information legally.

Course Objectives:

- Describe the framework and principles of Business.
- Describe the principles of leadership and management.
- Use business terminology in coursework.
- Research business careers.

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Course Requirements

Fill in text here...

Outline:

WEEK	TOPICS	CHAPTERS
1	Introduction to the Business Environment	Chapter 1
2	Business Ethics and Social Responsibility	Chapter 2
3	Economic Challenges Facing Contemporary Business	Chapter 3
4	Competing in World Markets	Chapter 4
5	Options for Organizing Small and Large BUSinesses	Chapter 5
6	Entrepreneurship - Launching Your Own Business	Chapter 6
7	Management, Leadership and the Internal Organization	Chapter 7
8	Human Resource Management	Chapter 8
9	Empowerment, Teamwork and Communication	Chapter 9
10	Production and Operations Management	Chapter 10
11	Customer-Driven Marketing	Chapter 11
12	Product and Distribution Strategies	Chapter 12
13	The World of Information Technology	Chapter 14
14	Understanding Accounting and Financial Statements	Chapter 15
15	Financial Management	Chapter 17
16	Wrap up	

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Grading Information

Grading Policy:

ASSIGNMENT	POINTS
Quizzes (15 x 10 pts each)	150
Discussions (15 forums)	160
Drop Boxes (What do you Think?)	15
Survey	5
Total Points	330

GRADING SCALE POINTS

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	<60