



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Business Administration
Course Number: BUS121

Required Materials

Textbook(s): Introduction to Business – OpenStax Textbook. ISBN-13: 978-1-59399-548-5
 Please Note: This book is accessible through the course, but if you would like a printed version, they are available at the Stark State College Store.

Required Readings: None
Additional Materials: None

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

16-week Calendar	
Week	Chapter/Topic/Lab
1	Chapter 1 Understanding Economic Systems and Business, Chapter 1 Quiz
2	Chapter 2 Managing Ethical Decisions and Managing a Socially Responsible Business, Chapter 2 Quiz
3	Chapter 3 Competing in the Global Marketplace, Chapter 3 Quiz
4	Chapter 4 Forms of Business Ownership, Chapter 4 Quiz Chapter 5 Entrepreneurship: Starting and Managing Your Own Business; Chapter 5 Quiz, Test 1 Chapters 1-5
5	Chapter 6: Management and Leadership in Today’s Organizations, Chapter 6 Quiz
6	Chapter 7: Designing Organizational Structures, Chapter 7 Quiz
7	Chapter 8: Managing Human Resources and Labor Relations, Chapter 8 Quiz
8	Chapter 9: Motivating Employees, Chapter 9 Quiz, Test 2 Chapters 6-9
9	Chapter 10: Achieving World-Class Operations Management, Chapter 10 Quiz
10	Chapter 11: Creating Products and Pricing Strategies to Meet Customers’ Needs, Chapter 11 Quiz
11	Chapter 12: Distributing and Promoting Products and Services, Chapter 12 Quiz
12	Chapter 13: Using Technology to Manage Information, Chapter 13 Quiz, Test 3 Chapters 10-13
13	Chapter 14: Using Financial Information and Accounting, Chapter 14 Quiz
14	Chapter 15: Understanding Money and Financial Institutions, Chapter 15 Quiz Chapter 16: Understanding Financial Management and Securities Markets, Chapter 16 Quiz
15	Chapter 17: Your Career in Business, Chapter 17 Quiz
16	FINAL TEST WEEK, Test 4 Chapters 14-17

8-week Calendar	
Week	Chapter/Topic/Lab
1	Chapter 1 Understanding Economic Systems and Business, Chapter 1 Quiz Chapter 2 Managing Ethical Decisions and Managing a Socially Responsible Business, Chapter 2 Quiz
2	Chapter 3 Competing in the Global Marketplace, Chapter 3 Quiz Chapter 4 Forms of Business Ownership, Chapter 4 Quiz Chapter 5 Entrepreneurship: Starting and Managing Your Own Business, Chapter 5 Quiz, Test 1 Chapters 1-5
3	Chapter 6: Management and Leadership in Today's Organizations, Chapter 6 Quiz Chapter 7: Designing Organizational Structures, Chapter 7 Quiz
4	Chapter 8: Managing Human Resources and Labor Relations, Chapter 8 Quiz Chapter 9: Motivating Employees, Chapter 9 Quiz, Test 2 Chapters 6-9
5	Chapter 10: Achieving World-Class Operations Management, Chapter 10 Quiz Chapter 11: Creating Products and Pricing Strategies to Meet Customers' Needs, Chapter 11 Quiz
6	Chapter 12: Distributing and Promoting Products and Services, Chapter 12 Quiz Chapter 13: Using Technology to Manage Information, Chapter 13 Quiz, Test 3 Chapters 10-13
7	Chapter 14: Using Financial Information and Accounting, Chapter 14 Quiz Chapter 15: Understanding Money and Financial Institutions, Chapter 15 Quiz
8	Chapter 16: Understanding Financial Management and Securities Markets, Chapter 16 Quiz Chapter 17: Your Career in Business, Chapter 17 Quiz, Test 4 Chapters 14-17