



**COURSE OUTLINE
and
SET OF COURSE**

Course : INTRODUCTION TO BUSINESS

Code/credits : ED 241 / 3 SKS

**MANAGEMENT DEPARTMENT
FACULTY OF ECONOMICS
DIPONEGORO UNIVERSITY
SEMARANG**

TEACHING OUTLINE

COURSE : **INTRODUCTION TO BUSINESS**

COURSE CODE : **ED 241 (3 SKS)**

BRIEF DESCRIPTION : This course capture classification, role and environment factors affecting business. This course also captures management activities practice in an organization and firm. This course stressed on basic concept and management and organization scope. And also basic concept on main business functions: human resources, marketing, finance and operation.

General Instructional Objective : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

NO	Specific Instructional Objectives	Subject	Sub Subject	Duration	Reference
1	1. Student could explain Economics and Business	Definition of Economics and Business	Definitions : 1. Economics and Business 2. Relationship of Economics and Firm economics 3. Firm Location/ Sites	1 session (150 minutes)	Murti Sumarni – John Soeprianto: Ch. 1 Basu Swasta DH, Ibnu Sukotjo: Ch. 1
2	1. Student could explain Company as a system and Company Environment	Definition of business as a system and business Environment	Company environment : 1. Business as a system 2. Business Environment	1 session (150 minutes)	Murti Sumarni – John Soeprianto: Ch. 1 Basu Swasta DH, Ibnu Sukotjo: Ch. 1
3	1. Student could explain selecting business form and its management system	Selecting business form and its management system	Selecting business form and its management system	1 session (150 minutes)	Madura, Jeff : Ch. 4 Basu Swasta DH, Ibnu Sukotjo: Ch. 2
4	1. Student could explain form	Form business	Form business	1 session	Murti Sumarni – John

	business		<ol style="list-style-type: none"> 1. Sole Proprietorship 2. Firm 3. CV 4. Limited Company 5. Perum, Perjan, Persero 6. District Business and Other Business form 	(150 minutes)	Soeprianto : Ch. 3
5	1. Student could explain description , concept, role, basic, process and technique of management planning and organization	Management and organization	Management and organization <ol style="list-style-type: none"> 1. Definition 2. Management Function 	1 session (150 minutes)	Madura, Jeff : Ch. 4 Murti Sumarni – John Soeprianto: Ch. 2 Basu Swasta DH, Ibnu Sukotjo: Ch. 5
6	Student could explain description, structure and importance of organization management	Organization Definition	<ol style="list-style-type: none"> 1. Organization Definition 2. Organization Structure 	1 session (150 minutes)	Madura, Jeff : Ch. 3 Murti Sumarni – John Soeprianto : Ch. 4 Basu Swasta DH, Ibnu Sukotjo: Ch. 4
7	1. Student could explain description , concept, role, basic, process and planning technique of human resources management function	Human resources management function	<ol style="list-style-type: none"> 1. Human resources management function definition 2. Personnel function 3. Industrial Relations 	1 session (150 minutes)	Murti Sumarni – John Soeprianto : Ch. 4 Basu Swasta DH, Ibnu Sukotjo: Ch. 4
8	1. Student could explain description , concept, role, basic, process and planning technique of marketing management function	Marketing management function	<ol style="list-style-type: none"> 1. Marketing management function definition 2. Approaches in Marketing System 3. Marketing Mix (4P) 	1 session (150 minutes)	Murti Sumarni – John Soeprianto : Ch. 6 Madura, Jeff : Ch. 4 Basu Swasta DH, Ibnu Sukotjo : Ch. 6
9	1. Student could explain description , concept, role, basic, process and planning technique of operation management function	Operation management function	<ol style="list-style-type: none"> 1. Operation management function definition 2. Production Process and production process type 3. Production Planning & Control (PPC) 	1 session (150 minutes)	Dessler : Ch. 5 Murti Sumarni – John Soeprianto : Ch. 7 Basu Swasta DH, Ibnu Sukotjo : Ch. 7

10	1. Student could explain description , concept, role, basic, process and planning technique of finance management function	Finance management function	<ol style="list-style-type: none"> 1. Finance management function 2. Business Source of fund Liquidity, Solvability and Rent ability 3. Break Even Point 	1 session (150 minutes)	Madura, Jeff : Ch. 7 Murti Sumarni – John Soeprianto : Ch. 8 Basu Swasta DH, Ibnu Sukotjo : Ch. 8
11	1. Student could explain description , concept, role, basic, process and planning technique of accounting in business	Accounting in business	<ol style="list-style-type: none"> 1. Accounting in business definition 2. Accounting Process 3. Financial Report 	1 session (150 minutes)	Madura, Jeff : Ch. 11 Murti Sumarni – John Soeprianto : Ch. 10 Basu Swasta DH, Ibnu Sukotjo : Ch. 10
12	1. Student could explain description, role, and use of miscellaneous business budgeting method	Business budgeting	<ol style="list-style-type: none"> 1. Business budgeting definition 2. Comprehensive and partial budget 3. Budgeting steps 	1 session (150 minutes)	Madura, Jeff : Ch. 10 Murti Sumarni – John Soeprianto : Ch. 9 Basu Swasta DH, Ibnu Sukotjo : Ch. 11
13	1. Student could explain description, role, and use of miscellaneous Budget Accounting method	Budget Accounting	<ol style="list-style-type: none"> 1. Budget Accounting definition 2. Cost Classification Method 3. Price Determination 	1 session (150 minutes)	Murti Sumarni – John Soeprianto : Ch. 11
14	1. Student could explain description, role, and use of miscellaneous Statistics method	Economics Statistics	<ol style="list-style-type: none"> 1. Statistics definition Descriptive and Inductive Statistics 2. Statistics Method 	1 session (150 minutes)	Madura, Jeff : Ch. 12,13,14 Murti Sumarni – John Soeprianto : Ch. 11 & 12 Basu Swasta DH, Ibnu Sukotjo : Ch. 12

REFERENSI :

1. Murti Sumarni, John Soeprihanto, 1995, Pengantar Bisnis, Liberty. Yogyakarta
2. Basu Swasta DH, Ibnu Sukotjo, 1988, Pengantar Bisnis Modern, Liberty Yogyakarta, 2001
3. Heidjrachman R, Pengertian Ekonomi Perusahaan
4. Madura, Jeff , Pengantar Bisnis, Vol. 1 dan 2, Salemba Empat, 2001

COURSE SET

COURSE : **INTRODUCTION TO BUSINESS**
COURSE CODE : **ED 241 (3 SKS)**
WAKTU : **3 x 50 minutes**
PERTEMUAN KE : **2**

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain Company as a system and Company Environment

SUBJECT : Definition of business as a system and business Environment

SUB SUBJECT : 1. Business as a system
2. Business Environment

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	1. Explain Subject to be delivered the whole semester 2. Explain benefit of learning Definition of business as a system and business Environment 3. Explain General Instructional Objective and Specific Instructional Objective Competency	1. Listening, note taking 2. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	1. Business as a system 2. Business Environment	1. Listening, note taking 2. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard

Closing	<ol style="list-style-type: none"> 1. Summarize Subject 2. Generating question 3. Overview for the next subject 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
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EVALUATION :

Generating questions or case studies to be discussed on small groups and discussed together to gain information about student understanding to the subject.

REFERENCE:

1. Murti Sumarni, John Soeprihanto, 1995, Pengantar Bisnis, Liberty. Yogyakarta
2. Basu Swasta DH, Ibnu Sukotjo, 1988, Pengantar Bisnis Modern, Liberty Yogyakarta, 2001

COURSE SET

COURSE : **INTRODUCTION TO BUSINESS**

COURSE CODE : **ED 241 (3 SKS)**

WAKTU : **3 x 50 minutes**

PERTEMUAN KE : **3**

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain selecting business form and its management system

SUBJECT : Selecting business form and its management system

SUB SUBJECT : 1. Selecting business form and its management system

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	1.Explain Subject to be delivered this session 2.Explain benefit of learning business form and its management system 3.Explain General Instructional Objective and Specific Instructional Objective Competency	1. Listening, note taking 2. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	Selecting business form and its management system	1. Listening, note taking 2. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard
Closing	1. Summarize Subject 2. Generating question 3. Overview for the next subject	1. Listening, note taking 2. Discuss and generating question	Power Point Slides, LCD Projector, computer & whiteboard

		regarding the topics	
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REFERENCE:

1. Murti Sumarni, John Soeprihanto, 1995, Pengantar Bisnis, Liberty. Yogyakarta
2. Basu Swasta DH, Ibnu Sukotjo, 1988, Pengantar Bisnis Modern, Liberty Yogyakarta, 2001
3. Madura, Jeff , Pengantar Bisnis, Vol. 1 dan 2, Salemba Empat, 2001

COURSE SET

COURSE : **INTRODUCTION TO BUSINESS**

COURSE CODE : **ED 241 (3 SKS)**

WAKTU : **3 x 50 minutes**

PERTEMUAN KE : **4**

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain Economics and Business

SUBJECT : Form of business

SUB SUBJECT : 1. Form of business

1. Sole Proprietorship
2. Firm
3. CV
4. Limited Company
5. Perum, Perjan, Persero

District Business and Other STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	<ol style="list-style-type: none"> 1. Explain Subject to be delivered this session 2. Explain benefit of learning Form of business 3. Explain General Instructional Objective and Specific Instructional Objective Competency 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	Form of business <ol style="list-style-type: none"> 1. Sole Proprietorship 2. Firm 3. CV 4. Limited Company 5. Perum, Perjan, Persero 6. District Business and Other 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard

	Business form		
Closing	<ol style="list-style-type: none"> 1. Summarize Subject 2. Generating question 3. Overview for the next subject 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard

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REFERENCE:

1. Murti Sumarni, John Soeprihanto, 1995, Pengantar Bisnis, Liberty. Yogyakarta

COURSE SET

COURSE : **INTRODUCTION TO BUSINESS**

COURSE CODE : **ED 241 (3 SKS)**

WAKTU : **3 x 50 minutes**

PERTEMUAN KE : **5**

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain description , concept, role, basic, process and technique of management planning and organization

SUBJECT : **Management and organization**

SUB SUBJECT : 1. Economics and Business Definitions
7. Relationship of Economics and Firm economics
8. Firm Location/ Sites

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	<ol style="list-style-type: none"> 1. Explain Subject to be delivered this session 2. Explain benefit of learning Economics 3. Explain General Instructional Objective and Specific Instructional Objective Competency 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	<ol style="list-style-type: none"> 1. Management and organization Definition 2. Management Function 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard

Closing	<ol style="list-style-type: none"> 1. Summarize Subject 2. Generating question 3. Overview for the next subject 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
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EVALUATION :

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REFERENCE:

2. Murti Sumarni, John Soeprihanto, 1995, Pengantar Bisnis, Liberty. Yogyakarta
3. Basu Swasta DH, Ibnu Sukotjo, 1988, Pengantar Bisnis Modern, Liberty Yogyakarta, 2001
4. Madura, Jeff , Pengantar Bisnis, Vol. 1 dan 2, Salemba Empat, 2001

COURSE SET

COURSE : **INTRODUCTION TO BUSINESS**

COURSE CODE : **ED 241 (3 SKS)**

WAKTU : **3 x 50 minutes**

PERTEMUAN KE : **6**

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain description, structure and importance of organization management

SUBJECT : Organization Definition

SUB SUBJECT : 1.Organization Definition
2.Organization Structure

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	<ol style="list-style-type: none"> 1. Explain Subject to be delivered the whole semester 2. Explain benefit of learning Organization Definition 3. Explain General Instructional Objective and Specific Instructional Objective Competency 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	<ol style="list-style-type: none"> 2. Organization Definition 3. Organization Structure 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
Closing	<ol style="list-style-type: none"> 1. Summarize Subject 2. Generating question- 3. Overview for the next subject 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and 	Power Point Slides, LCD

		generating question regarding the topics	Projector, computer & whiteboard
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2. Basu Swasta DH, Ibnu Sukotjo, 1988, Pengantar Bisnis Modern, Liberty Yogyakarta, 2001
3. Madura, Jeff , Pengantar Bisnis, Vol. 1 dan 2, Salemba Empat, 2001

COURSE SET

COURSE : INTRODUCTION TO BUSINESS

COURSE CODE : ED 241 (3 SKS)

WAKTU : 3 x 50 minutes

PERTEMUAN KE : 7

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain description , concept, role, basic, process and planning technique of human resources management function

SUBJECT : Human resources management function

SUB SUBJECT :

1. Human resources management function definition
2. Personnel function
3. Industrial Relations

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	<ol style="list-style-type: none"> 1. Explain Subject to be delivered the whole semester 2. Explain benefit of learning Economics 3. Explain General Instructional Objective and Specific Instructional Objective Competency 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	<ol style="list-style-type: none"> 2. Human resources management function definition 3. Personnel function 4. Industrial Relations 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard

Closing	<ol style="list-style-type: none"> 1. Summarize Subject . 2. Generating question 3. Overview for the next subject 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
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2. Basu Swasta DH, Ibnu Sukotjo, 1988, Pengantar Bisnis Modern, Liberty Yogyakarta, 2001

COURSE SET

COURSE : **INTRODUCTION TO BUSINESS**

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WAKTU : **3 x 50 minutes**

PERTEMUAN KE : **8**

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain description , concept, role, basic, process and planning technique of marketing management function

SUBJECT : marketing management function

SUB SUBJECT : 1. Marketing management function definition
2. Approaches in Marketing System
3. Marketing Mix (4P)

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	1.Explain Subject to be delivered this session 2.Explain benefit of learning marketing management function 3.Explain General Instructional Objective and Specific Instructional Objective Competency	1. Listening, note taking 2. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	1.Marketing management function definition 2.Approaches in Marketing System 3.Marketing Mix (4P)	1. Listening, note taking 2. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard

Closing	1. Summarize Subject 2. Generating question 3. Overview for the next subject	1. Listening, note taking 2. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard
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COURSE SET

COURSE : INTRODUCTION TO BUSINESS

COURSE CODE : ED 241 (3 SKS)

WAKTU : 3 x 50 minutes

PERTEMUAN KE : 9

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain description , concept, role, basic, process and planning technique of operation management function

SUBJECT : Operation management function

SUB SUBJECT :

1. Operation management function definition
2. Production Process and production process type
3. Production Planning & Control (PPC)

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	<ol style="list-style-type: none"> 1. Explain Subject to be delivered this session 2. Explain benefit of learning Operation management function 3. Explain General Instructional Objective and Specific Instructional Objective Competency 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	<ol style="list-style-type: none"> 1. Operation management function definition 2. Production Process and production process type 3. Production Planning & Control (PPC) 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the 	Power Point Slides, LCD Projector, computer & whiteboard

		topics	
Closing	<ol style="list-style-type: none"> 1. Summarize Subject 2. Generating question 3. Overview for the next subject 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard

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2. Basu Swasta DH, Ibnu Sukotjo, 1988, Pengantar Bisnis Modern, Liberty Yogyakarta, 2001

COURSE SET

COURSE : INTRODUCTION TO BUSINESS

COURSE CODE : ED 241 (3 SKS)

WAKTU : 3 x 50 minutes

PERTEMUAN KE : 10

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain description , concept, role, basic, process and planning technique of financial management function

SUBJECT : Financial management function

SUB SUBJECT :

1. Financial management function
2. Business Source of fund Liquidity, Solvability and Rent ability
3. Break Even Point

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	<ol style="list-style-type: none"> 1. Explain Subject to be delivered this session 2. Explain benefit of learning Financial management function 3. Explain General Instructional Objective and Specific Instructional Objective Competency 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	<ol style="list-style-type: none"> 1. Financial management function 2. Business Source of fund Liquidity, Solvability and Rent ability 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating 	Power Point Slides, LCD Projector, computer &

	3. Break Even Point	question regarding the topics	whiteboard
Closing	1. Summarize Subject 2. Generating question 3. Overview for the next subject	1. Listening, note taking 2. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard

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COURSE SET

COURSE : INTRODUCTION TO BUSINESS

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WAKTU : 3 x 50 minutes

PERTEMUAN KE : 11

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain description, concept, role, basic, process and planning technique of accounting in business

SUBJECT : Accounting in business

SUB SUBJECT :

1. Economics and Business Definitions
2. Accounting in business definition
3. Accounting Process
4. Financial Report

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	<ol style="list-style-type: none"> 1.Explain Subject to be delivered this session 2.Explain benefit of learning Accounting in business 3.Explain General Instructional Objective and Specific Instructional Objective Competency 	<ol style="list-style-type: none"> 3. Listening, note taking 4. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	<ol style="list-style-type: none"> 1. Accounting in business definition 2. Accounting Process 3. Financial Report 	<ol style="list-style-type: none"> 3. Listening, note taking 4. Discuss and generating question regarding the 	Power Point Slides, LCD Projector, computer & whiteboard

		topics	
Closing	1. Summarize Subject 2. Generating question 3. Overview for the next subject	3. Listening, note taking 4. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard

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COURSE SET

COURSE : INTRODUCTION TO BUSINESS

COURSE CODE : ED 241 (3 SKS)

WAKTU : 3 x 50 minutes

PERTEMUAN KE : 12

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain description, role, and use of miscellaneous business budgeting method

SUBJECT : Business budgeting

SUB SUBJECT :

1. Business budgeting definition
2. Comprehensive and partial budget
3. Budgeting steps

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	<ol style="list-style-type: none"> 1.Explain Subject to be delivered this session 2.Explain benefit of learning Business budgeting 3.Explain General Instructional Objective and Specific Instructional Objective Competency 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	<ol style="list-style-type: none"> 1. Business budgeting definition 2. Comprehensive and partial budget 3. Budgeting steps 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard

Closing	<ol style="list-style-type: none"> 1. Summarize Subject 2. Generating question 3. Overview for the next subject 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
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2. Basu Swasta DH, Ibnu Sukotjo, 1988, Pengantar Bisnis Modern, Liberty Yogyakarta, 2001
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COURSE SET

COURSE : **INTRODUCTION TO BUSINESS**

COURSE CODE : **ED 241 (3 SKS)**

WAKTU : **3 x 50 minutes**

PERTEMUAN KE : **13**

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain description, role, and use of miscellaneous Budget Accounting method

SUBJECT : Budget Accounting

SUB SUBJECT : 1. Budget Accounting definition
2. Cost Classification Method
3. Price Determination

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	1. Explain Subject to be delivered this session 2. Explain benefit of learning Budget Accounting 3. Explain General Instructional Objective and Specific Instructional Objective Competency	1. Listening, note taking 2. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	1. Budget Accounting definition 2. Cost Classification Method 3. Price Determination	1. Listening, note taking 2. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard

Closing	<ol style="list-style-type: none"> 1. Summarize Subject 2. Generating question 3. Overview for the next subject 	<ol style="list-style-type: none"> 1. Listening, note taking 2. Discuss and generating question regarding the topics 	Power Point Slides, LCD Projector, computer & whiteboard
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EVALUATION :

Generating questions or case studies to be discussed on small groups and discussed together to gain information about student understanding to the subject.

REFERENCE:

1. Murti Sumarni, John Soeprihanto, 1995, Pengantar Bisnis, Liberty. Yogyakarta
2. Basu Swasta DH, Ibnu Sukotjo, 1988, Pengantar Bisnis Modern, Liberty Yogyakarta, 2001

COURSE SET

COURSE : **INTRODUCTION TO BUSINESS**

COURSE CODE : **ED 241 (3 SKS)**

WAKTU : **3 x 50 minutes**

PERTEMUAN KE : **14**

INSTRUCTIONAL OBJECTIVE

GENERAL INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain concept and theory, management functions in a firm or organization, business as a firm, business practice, and developing skill concerning with firm management or organization.

SPECIFIC INSTRUCTIONAL

OBJECTIVE : After completing this course, student could explain Economics and Business

SUBJECT : Definition of Economics and Business

SUB SUBJECT : 1. Economics and Business Definitions
9. Relationship of Economics and Firm economics
10. Firm Location/ Sites

STUDY ACTIVITIES

ACTIVITIES STEPS	LECTURE ACTIVITIES	STUDENT ACTIVITIES	MEDIA
Introduction	4. Explain Subject to be delivered the whole semester 5. Explain benefit of learning Economics 6. Explain General Instructional Objective and Specific Instructional Objective Competency	3. Listening, note taking 4. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard
Presentation	11. Economics and Business Definitions 12. Relationship of Economics and Firm economics 13. Firm Location/ Sites	3. Listening, note taking 4. Discuss and generating question regarding the topics	Power Point Slides, LCD Projector, computer & whiteboard
Closing	4. Summarize Subject 5. Generating question	3. Listening, note taking	Power Point

	6. Overview for the next subject	4. Discuss and generating question regarding the topics	Slides, LCD Projector, computer & whiteboard
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2	2. Student could explain description, role, and use of miscellaneous business budgeting method	Business budgeting	4. Business budgeting definition 5. Comprehensive and partial budget 6. Budgeting steps	1 s (1)
13	2. Student could explain description, role, and use of miscellaneous Budget Accounting method	Budget Accounting	4. Budget Accounting definition 5. Cost Classification Method 6. Price Determination	1 s (1)

EVALUATION :

Generating questions or case studies to be discussed on small groups and discussed together to gain information about student understanding to the subject.

REFERENCE:

1. Murti Sumarni, John Soeprihanto, 1995, Pengantar Bisnis, Liberty. Yogyakarta
2. Basu Swasta DH, Ibnu Sukotjo, 1988, Pengantar Bisnis Modern, Liberty Yogyakarta, 2001
3. Madura, Jeff, Pengantar Bisnis, Vol. 1 dan 2, Salemba Empat, 2001