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 captures 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.

<table>
<thead>
<tr>
<th>NO</th>
<th>Specific Instructional Objectives</th>
<th>Subject</th>
<th>Sub Subject</th>
<th>Duration</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1. Student could explain Company as a system and Company Environment</td>
<td>Definition of business as a system and business Environment</td>
<td>Company environment: 1. Business as a system 2. Business Environment</td>
<td>1 session (150 minutes)</td>
<td>Murti Sumarni – John Soeprianto: Ch. 1 Basu Swasta DH, Ibnu Sukotjo: Ch. 1</td>
</tr>
<tr>
<td>3</td>
<td>1. Student could explain selecting business form and its management system</td>
<td>Selecting business form and its management system</td>
<td>Selecting business form and its management system</td>
<td>1 session (150 minutes)</td>
<td>Madura, Jeff : Ch. 4 Basu Swasta DH, Ibnu Sukotjo: Ch. 2</td>
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<tr>
<td>4</td>
<td>1. Student could explain form</td>
<td>Form business</td>
<td>Form business</td>
<td>1 session</td>
<td>Murti Sumarni – John</td>
</tr>
<tr>
<td>Objective</td>
<td>Management Organization</td>
<td>Management and Organization</td>
<td>Duration</td>
<td>Reference</td>
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<tr>
<td>5</td>
<td>1. Student could explain description, concept, role, basic, process and planning technique of management planning and organization</td>
<td>Management organization and Management and organization 1. Definition 2. Management Function</td>
<td>1 session (150 minutes)</td>
<td>Soeprianto: Ch. 3 Madura, Jeff: Ch. 4 Murti Sumarni: John Soeprianto: Ch. 2 Basu Swasta DH, Ibnu Sukotjo: Ch. 5</td>
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<tr>
<td>6</td>
<td>Student could explain description, structure and importance of organization management</td>
<td>Organization Definition 1. Organization Definition 2. Organization Structure</td>
<td>1 session (150 minutes)</td>
<td>Madura, Jeff: Ch. 3 Murti Sumarni: John Soeprianto: Ch. 4 Basu Swasta DH, Ibnu Sukotjo: Ch. 4</td>
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<tr>
<td>7</td>
<td>1. Student could explain description, concept, role, basic, process and planning technique of human resources management function</td>
<td>Human resources management function 1. Human resources management function definition 2. Personnel function 3. Industrial Relations</td>
<td>1 session (150 minutes)</td>
<td>Murti Sumarni: John Soeprianto: Ch. 4 Basu Swasta DH, Ibnu Sukotjo: Ch. 4</td>
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<td>8</td>
<td>1. Student could explain description, concept, role, basic, process and planning technique of marketing management function</td>
<td>Marketing management function 1. Marketing management function definition 2. Approaches in Marketing System 3. Marketing Mix (4P)</td>
<td>1 session (150 minutes)</td>
<td>Murti Sumarni: John Soeprianto: Ch. 4 Madura, Jeff: Ch. 4 Basu Swasta DH, Ibnu Sukotjo: Ch. 6</td>
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<tr>
<td>9</td>
<td>1. Student could explain description, concept, role, basic, process and planning technique of operation management function</td>
<td>Operation management function 1. Operation management function definition 2. Production Process and production process type 3. Production Planning &amp; Control (PPC)</td>
<td>1 session (150 minutes)</td>
<td>Dessler: Ch. 5 Murti Sumarni: John Soeprianto: Ch. 7 Basu Swasta DH, Ibnu Sukotjo: Ch. 7</td>
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<tr>
<td>10</td>
<td>1. Student could explain description, concept, role, basic, process and planning technique of finance management function</td>
<td>Finance management function</td>
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<tr>
<td>11</td>
<td>1. Student could explain description, concept, role, basic, process and planning technique of accounting in business</td>
<td>Accounting in business</td>
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<td>12</td>
<td>1. Student could explain description, role, and use of miscellaneous business budgeting methods</td>
<td>Business budgeting</td>
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<tr>
<td>13</td>
<td>1. Student could explain description, role, and use of miscellaneous Budget Accounting methods</td>
<td>Budget Accounting</td>
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<tr>
<td>14</td>
<td>1. Student could explain description, role, and use of miscellaneous Statistics method</td>
<td>Economics Statistics</td>
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</table>

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

| 1. Accounting in business definition |
| 2. Accounting Process |
| 3. Financial Report |

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

| 1. Budget Accounting definition |
| 2. Cost Classification Method |
| 3. Price Determination |

| 1. Statistics definition Descriptive and Inductive Statistics |
| 2. Statistics Method |

1 session (150 minutes) |

Madura, Jeff : Ch. 7 Murti Sumarni – John Soeprianto : Ch. 8 Basu Swasta DH, Ibnu Sukotjo : Ch. 8

Madura, Jeff : Ch. 11 Murti Sumarni – John Soeprianto : Ch. 10 Basu Swasta DH, Ibnu Sukotjo : Ch. 10

Madura, Jeff : Ch. 10 Murti Sumarni – John Soeprianto : Ch. 9 Basu Swasta DH, Ibnu Sukotjo : Ch. 11

Madura, Jeff : Ch. 12,13,14 Murti Sumarni – John Soeprianto : Ch. 11 & 12 Basu Swasta DH, Ibnu Sukotjo : Ch. 12
REFERENSI:
3. Heidjrachman R, Pengertian Ekonomi Perusahaan
### COURSE SET

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

### GENERAL INSTRUCTIONAL OBJECTIVE

**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

**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

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| **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
1. Summarize Subject
2. Generating question
3. Overview for the next subject

### 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:
# COURSE SET

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

## GENERAL INSTRUCTIONAL OBJECTIVE

**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

**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

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| 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 |
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:
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

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| Introduction     | 1. Explain Subject to be delivered this session  
                    2. Explain benefit of learning Form of business  
                    3. Explain General Instructional Objective and Specific Instructional Competency | 1. Listening, note taking  
                    2. Discuss and generating question regarding the topics | Power Point Slides, LCD Projector, computer & whiteboard |
| Presentation     | Form of business  
                    1. Sole Proprietorship  
                    2. Firm  
                    3. CV  
                    4. Limited Company  
                    5. Perum, Perjan, Persero  
                    6. District Business and Other | 1. Listening, note taking  
                    2. Discuss and generating question regarding the topics | Power Point Slides, LCD Projector, computer & whiteboard |
<table>
<thead>
<tr>
<th>Business Form</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Closing</strong></td>
<td>1. Summarize Subject</td>
<td>1. Listening, note taking</td>
</tr>
<tr>
<td></td>
<td>2. Generating question</td>
<td>2. Discuss and generating question regarding the topics</td>
</tr>
<tr>
<td></td>
<td>3. Overview for the next subject</td>
<td></td>
</tr>
</tbody>
</table>

**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:**

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

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| Introduction     | 1. Explain Subject to be delivered this session  
|                  | 2. Explain benefit of learning Economics       
|                  | 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. Management and organization Definition     
|                  | 2. Management Function                        | 1. Listening, note taking  
|                  |                                                | 2. Discuss and generating question regarding the topics | Power Point Slides, LCD Projector, computer & whiteboard |
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:
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

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| Introduction     | 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 | 1. Listening, note taking  
                                                                                   2. Discuss and generating question regarding the topics | Power Point  
                                                                                   Slides, LCD Projector, computer & whiteboard |
| Presentation     | 2. Organization Definition  
                   3. Organization Structure | 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 | Power Point  
                                                                                   Slides, LCD Projector, computer & whiteboard |
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:
# COURSE SET

**COURSE** : INTRODUCTION TO BUSINESS

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

**WAKTU** : 3 x 50 minutes

**PERTEMUAN KE** : 7

## 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

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| Introduction     | Explain Subject to be delivered the whole semester  
2. Explain benefit of learning Economics  
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     | 2. Human resources management function definition  
3. Personnel function  
4. Industrial Relations | 1. Listening, note taking  
2. Discuss and generating question regarding the topics | Power Point Slides, LCD Projector, computer & whiteboard |
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:
COURSE SET

COURSE : INTRODUCTION TO BUSINESS
COURSE CODE : ED 241 (3 SKS)
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

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| 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 |

**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:**

COURSE SET

COURSE : INTRODUCTION TO BUSINESS
COURSE CODE : ED 241 (3 SKS)
WAKTU : 3 x 50 minutes
PERTEMUAN KE : 9

INSTRUCTIONAL OBJECTIVE

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

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| Introduction     | 1. Explain Subject to be delivered this session
                  | 2. Explain benefit of learning Operation management function
                  | 3. Explain General Instructional Objective and Specific Instructional Competency |
|                  | 1. Listening, note taking
                  | 2. Discuss and generating question regarding the topics |
|                  | Power Point Slides, LCD Projector, computer & whiteboard |

| Presentation     | 1. Operation management function definition
                  | 2. Production Process and production process type
                  | 3. Production Planning & Control (PPC) |
|                  | 1. Listening, note taking
<pre><code>              | 2. Discuss and generating question regarding the topics |
</code></pre>
<p>|                  | Power Point Slides, LCD Projector, computer &amp; whiteboard |</p>
<table>
<thead>
<tr>
<th>Closing</th>
<th>topics</th>
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</thead>
<tbody>
<tr>
<td>1. Summarize Subject</td>
<td>1. Listening, note taking</td>
</tr>
<tr>
<td>2. Generating question</td>
<td>2. Discuss and generating question regarding the topics</td>
</tr>
<tr>
<td>3. Overview for the next subject</td>
<td>Power Point Slides, LCD Projector, computer &amp; whiteboard</td>
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</table>

**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:**

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

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| Introduction     | 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 | 1. Listening, not taking  
                                                                                                                            2. Discuss and generating question regarding the topics |
                                                                                                                            Power Point Slides, LCD Projector, computer & whiteboard |
| Presentation     | 1. Financial management function  
                  2. Business Source of fund Liquidity, Solvability and Rent ability | 1. Listening, not taking  
                                                                                                                            2. Discuss and generating |
                                                                                                                            Power Point Slides, LCD Projector, computer & |
<table>
<thead>
<tr>
<th>Closing</th>
<th>3. Break Even Point</th>
<th>question regarding the topics</th>
<th>whiteboard</th>
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</thead>
<tbody>
<tr>
<td>1. Summarize Subject</td>
<td></td>
<td>1. Listening, note taking</td>
<td>Power Point</td>
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<tr>
<td>2. Generating question</td>
<td></td>
<td>2. Discuss and generating</td>
<td>Slides, LCD</td>
</tr>
<tr>
<td>3. Overview for the next subject</td>
<td></td>
<td>question regarding the topics</td>
<td>Projector,</td>
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<td></td>
<td></td>
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<td>computer &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>whiteboard</td>
</tr>
</tbody>
</table>

**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:**

COURSE SET

COURSE : INTRODUCTION TO BUSINESS
COURSE CODE : ED 241 (3 SKS)
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

STUDY ACTIVITIES

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>Explain Subject to be delivered this session</td>
<td>3. Listening, note taking</td>
<td>Power Point Slides, LCD Projector, computer &amp; whiteboard</td>
</tr>
<tr>
<td></td>
<td>Explain benefit of learning Accounting in business</td>
<td>4. Discuss and generating question regarding the topics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explain General Instructional Objective and Specific Instructional Objective Competency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>Accounting in business definition</td>
<td>3. Listening, note taking</td>
<td>Power Point Slides, LCD Projector, computer &amp; whiteboard</td>
</tr>
<tr>
<td></td>
<td>Accounting Process</td>
<td>4. Discuss and generating question regarding the topics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial Report</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Closing</th>
<th>topics</th>
</tr>
</thead>
</table>
| 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 |

**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:**

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

<table>
<thead>
<tr>
<th>ACTIVITIES STEPS</th>
<th>LECTURE ACTIVITIES</th>
<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| Introduction     | 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 | 1. Listening, note taking  
2. Discuss and generating question regarding the topics | Power Point Slides, LCD Projector, computer & whiteboard |
| Presentation     | 1. Business budgeting definition  
2. Comprehensive and partial budget  
3. Budgeting steps | 1. Listening, note taking  
2. Discuss and generating question regarding the topics | Power Point Slides, LCD Projector, computer & whiteboard |
| Closing                     | 1. Summarize Subject  
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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

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<tr>
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| 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 |
<table>
<thead>
<tr>
<th>Closing</th>
<th>1. Summarize Subject</th>
<th>1. Listening, note taking</th>
<th>Power Point Slides, LCD Projector, computer &amp; whiteboard</th>
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<tbody>
<tr>
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<td>2. Generating question</td>
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<tr>
<td></td>
<td>3. Overview for the next subject</td>
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Generating questions or case studies to be discussed on small groups and discussed together to gain information about student understanding to the subject.

**REFERENCE:**


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

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<th>STUDENT ACTIVITIES</th>
<th>MEDIA</th>
</tr>
</thead>
</table>
| 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 |

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<table>
<thead>
<tr>
<th>6. Overview for the next subject</th>
<th>4. Discuss and generating question regarding the topics</th>
<th>Slides, LCD Projector, computer &amp; whiteboard</th>
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<tbody>
<tr>
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<td><strong>Business budgeting</strong></td>
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<td><strong>5. Comprehensive and partial budget</strong></td>
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