



School of Economics and Management

FEKA90, Business Administration: Introductory Course in Business Administration, 30 credits

Företagsekonomi: Grundkurs i företagsekonomi, 30 högskolepoäng
First Cycle / Grundnivå

Details of approval

The syllabus is an old version and was last revised on 2017-10-16 by Academic Director of Studies at Department of Business Administration. The revised syllabus applied from 2017-10-16, autumn semester 2017.

General Information

The course can be taken as the first semester of studies in business administration in the Bachelor of Science programme in Business and Economics or as a freestanding course. The language of instruction is Swedish, so students must be able to communicate in Swedish in speech and writing.

Language of instruction: Swedish

Main field of studies

Business Administration

Depth of study relative to the degree requirements

G1N, First cycle, has only upper-secondary level entry requirements

Learning outcomes

For a Pass on the course, students must demonstrate the ability to

Knowledge and understanding

- demonstrate broad knowledge of business administration, marketing, organisation, financial management and accounting, and trends within these areas
- understand companies and organisations from a management perspective
- understand companies and organisations from a societal, historical, national and international perspective

- understand current issues in the research and practice of business administration

Competence and skills

- write and communicate different types of reports dealing with business administration
- use basic research methods in the search for knowledge within enterprise
- identify problems, search, assess and interpret information, structure documentation for decisions, and communicate this in oral presentations and written reports
- use theories, models and methods to analyse and solve basic business administration problems in different types of organisations
- use models and methods to analyse accounting information from companies
- use calculating systems (such as Excel) and basic business systems
- integrate ethical aspects with the different aspects of business administration

Judgement and approach

- make assessments informed by disciplinary, societal and ethical aspects
- develop their skills

Course content

The overall intended course learning outcome is to enable students to acquire insight into and familiarity with basic concepts and issues of business administration. Students are to acquire a solid foundation for further studies in the subject, manifested in sound knowledge of basic models and concepts within organisations, marketing, financial management and accounting. The course provides students with a general overview of the subject of business administration. It is structured around five different components:

- *Organisation* deals with the structure, culture, governance, management and change of organisations. A special focus is placed on the significance of leadership and the exercise of leadership.
- *Marketing* deals with the development of marketing strategies, market analyses and the creation of profitable relations with customers.
- *Financial management* deals with the governance of organisations by means of result planning, financial and non-financial calculations, budgeting, profitability assessments and deviation analyses. Emphasis is also placed on enabling understanding of how financial management approaches different decision making situations and the role of financial management in various types of activities.
- *External accounting and accounts analysis* deals with basic concepts, principles of double accounting, closing of accounts, the compilation and analysis of accounts documents, accounting policies and the analysis of financial information. Furthermore, the rules and regulations of accounting are introduced. The component aims to familiarise students with both the principles and practice of producing and analysing accounts information.
- *The company's role in society* deals with the role of companies from a broad community perspective, how organisations are affected by different societal processes, with ethical issues concerning enterprise and finance, and with links and relationships between the different parts of an organisation. The component includes the module The Role of Companies from a Historical and International Perspective, 2 credits.

Course design

The teaching consists of lectures, classes, group exercises and drafting of reports of different kinds.

The assessment is made individually and in groups and is based on written exams, written assignments, oral presentations and performance in compulsory components.

Assessment

The examiner, in consultation with Disability Support Services, may deviate from the regular form of examination in order to provide a permanently disabled student with a form of examination equivalent to that of a student without a disability.

Subcourses that are part of this course can be found in an appendix at the end of this document.

Grades

Marking scale: Fail, E, D, C, B, A.

Grade (Definition) Points or % out of maximum points. Characteristic.

A (Excellent) 85-100. A distinguished result that is excellent with regard to theoretical depth, practical relevance, analytical ability and independent thought.

B (Very good) 75-84. A very good result with regard to theoretical depth, practical relevance, analytical ability and independent thought.

C (Good) 65-74. The result is of a good standard with regard to theoretical depth, practical relevance, analytical ability and independent thought and lives up to expectations.

D (Satisfactory) 55-64. The result is of a satisfactory standard with regard to theoretical depth, practical relevance, analytical ability and independent thought.

E (Sufficient) 50-54. The result satisfies the minimum requirements with regard to theoretical depth, practical relevance, analytical ability and independent thought, but not more.

F (U) (Fail) 0-49. The result does not meet the minimum requirements with regard to theoretical depth, practical relevance, analytical ability and independent thought.

Some occasional examination elements of the course may have the grading scale pass (D) / fail U(F).

Plagiarism is considered to be a very serious academic offence. The University will take disciplinary actions against any kind of attempted malpractice in examinations and assessments. The penalty that may be imposed for this, and other improper practices in examinations or assessments, includes suspension from the University for a specific period of time.

Entry requirements

General and courses corresponding to the following Swedish Upper Secondary School Programs: English 6, Mathematics 3b/3c and Social Studies 1b/1a1+1a2.

Further information

Transitional provisions: The course FEKA90 Business Administration Level 1 corresponds to the courses FEK502, FEKC01, FEKA01, FEKA70, FEKA71, FEKB01, FEKB02, FEKB03, FEKB04, FEKA80, FEKA81, FEKA82, FEKA83 or FEKA84. Only one of these courses may be included in the same degree.

Discontinuation of the course: If the course is discontinued, students who have not yet passed the course will be offered three further examination opportunities on each of the assessed components within three semesters of the last semester the course was offered. Subsequently, it is only possible to receive certificates for passed components.

Subcourses in FEKA90, Business Administration: Introductory Course in Business Administration

Applies from H18

- 1752 Internal accounting case, 1,0 hp
Grading scale: Fail, Pass
- 1753 budget case, 1,0 hp
Grading scale: Fail, Pass
- 1754 performance measurement case, 1,0 hp
Grading scale: Fail, Pass
- 1755 Individuell written exam, 3,0 hp
Grading scale: Fail, Pass

Applies from H17

- 1341 Account and Financial Analysis, Book Keeping Assignment, 1,0 hp
Grading scale: Fail, Pass
- 1342 Financial Accounting and Analysis, Written Exam, 5,0 hp
Grading scale: Fail, E, D, C, B, A
- 1343 Organization, Case, 1,0 hp
Grading scale: Fail, Pass
- 1344 Organization, Written Exam, 5,0 hp
Grading scale: Fail, E, D, C, B, A
- 1345 Management Accounting, Budgeting Case, 1,0 hp
Grading scale: Fail, Pass
- 1346 Management Accounting, Case, 1,0 hp
Grading scale: Fail, Pass
- 1347 Management Accounting, Written Exam, 4,0 hp
Grading scale: Fail, Pass
- 1348 Marketing, Case, 1,0 hp
Grading scale: Fail, Pass
- 1349 Marketing, Written Exam, 5,0 hp
Grading scale: Fail, E, D, C, B, A
- 1350 Business and Society, Essay, 4,0 hp
Grading scale: Fail, E, D, C, B, A
- 1351 Business and Society, Case Economic History, 2,0 hp
Grading scale: Fail, Pass