



LUND
UNIVERSITY

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 was approved by on 2013-03-01 and was last revised on 2022-03-14 by Academic Director of Studies at Department of Business Administration. The revised syllabus applies from 2022-03-15, autumn semester 2022.

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 mainly in Swedish but parts may be given in English. Students must be able to communicate in Swedish and English in speech and writing.

Language of instruction: Swedish and English

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 and management accounting, innovation and entrepreneurship 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 sustainability and ethical aspects with the different aspects of business administration

Judgement and approach

- make assessments informed by disciplinary, societal, sustainability 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 and management accounting, innovation and entrepreneurship. 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, focusing how organisations affect different societal processes through entrepreneurship, innovation and renewal. Ethical issues concerning enterprise, sustainability and finance are linked to the different parts of an organisation.

Course design

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

Assessment

The assessment is made individually and in groups and is based on

- written exams,
- written assignments,
- oral presentations,
- case seminars with preparatory hand-in assignments, and
- performance in compulsory course components.

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 H21

- 2113 Account and Financial Analysis, case assignment, 2,0 hp
Grading scale: Fail, Pass
- 2114 Financial Accounting and Analysis, Written Exam, 4,0 hp
Grading scale: Fail, E, D, C, B, A
- 2115 Organization, Case, 1,0 hp
Grading scale: Fail, Pass
- 2116 Organization, Written Exam, 5,0 hp
Grading scale: Fail, E, D, C, B, A
- 2117 Marketing, Case, 2,5 hp
Grading scale: Fail, E, D, C, B, A
- 2118 Marketing, Written Exam, 2,5 hp
Grading scale: Fail, E, D, C, B, A
- 2119 Business and Society, Report, 4,0 hp
Grading scale: Fail, E, D, C, B, A
- 2120 Business and Society, Individual work, 2,0 hp
Grading scale: Fail, Pass
- 2121 Management accounting, Internal accounting case, 1,0 hp
Grading scale: Fail, Pass
- 2122 Management accounting, Budget case, 1,0 hp
Grading scale: Fail, Pass
- 2123 Management accounting, Performance measurement case, 1,0 hp
Grading scale: Fail, Pass
- 2124 Management accounting, Individuell written exam, 3,0 hp
Grading scale: Fail, E, D, C, B, A
- 2125 Marketing, seminars, 1,0 hp
Grading scale: Fail, Pass

Applies from H20

- 2015 Account and Financial Analysis, Book Keeping Assignment, 1,0 hp
Grading scale: Fail, Pass
- 2016 Financial Accounting and Analysis, Written Exam, 5,0 hp
Grading scale: Fail, E, D, C, B, A
- 2017 Organization, Case, 1,0 hp
Grading scale: Fail, Pass
- 2018 Organization, Written Exam, 5,0 hp
Grading scale: Fail, E, D, C, B, A
- 2019 Marketing, Case, 2,0 hp
Grading scale: Fail, E, D, C, B, A
- 2020 Marketing, Written Exam, 4,0 hp
Grading scale: Fail, E, D, C, B, A
- 2021 Business and Society, Report, 4,0 hp
Grading scale: Fail, E, D, C, B, A
- 2022 Business and Society, Individual work, 2,0 hp
Grading scale: Fail, Pass
- 2023 Management accounting, Internal accounting case, 1,0 hp
Grading scale: Fail, Pass

- 2024 Management accounting, Budget case, 1,0 hp
Grading scale: Fail, Pass
- 2025 Management accounting, Performance measurement case, 1,0 hp
Grading scale: Fail, Pass
- 2026 Management accounting, Individuell written exam, 3,0 hp
Grading scale: Fail, E, D, C, B, A