

Global Learning Semesters

Course Syllabus

Course: OFAD-180 Structure of Business I

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-180	Structure of Business I	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	None
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

The aim of the course is to develop the student's knowledge and general understanding of the main functions of business activity and the individual's contribution to the business organization.

Prerequisites

None

Topic Areas

Influences on Business

- The main groups involved in business activity, their roles and responsibilities including managers, owners and employees.
- The importance of customers and clients in influencing business activity.
- The actions Government can take to influence business activity.
- The global market.
- The services offered to business organisations by commercial banks.
- Different types of insurance offered to business organizations.

The Organisation of Business

- Different types of business organisation including sole trader, limited companies and public organisations.
- The difference between the public and private sectors of the economy.
- How mergers, take-overs and business integration affect the size and organisation of a business.
- Why an international company may organise itself in different ways as a result of legal systems, Government policy, international communication needs.
- The importance of small firms.
- Economies and diseconomies of scale in business.

The functions of Business

- The main functional areas of business.
- How organisation charts can help identify business functions and responsibilities.

- The uses and benefits of IT within each of the main functional areas.
- The differences in working practices in large and small firms.

Readings and Resources

Required Textbook

- How to Pass Business Practice Second Level Chief Examiner LCCIEB ISBN 1-86247-006-5.

Recommended Reading

- Relevant business journals and newspapers