



Principles of Business Administration

Course Title: Principle of Business Administration

Instructor Email:

Course Number: BUS 10001

Office Hours:

Instructor Name:

Last Updated: Fall 2026

Course Description:

An introduction to functional areas of business, tracing the evolution of business, business forms, the role of government and society, relationships between administrators and employees, ethical issues, and the globalization of world markets. Ideal for prebusiness students or students of any major desiring a basic understanding of business.

Course Prerequisites:

None

Course Access:

All assignments and assessments will be turned in through Canvas

Course Goal:

The majority of persons in the industrialized world work in business organizations of some type. Even non-profit organizations, such as Purdue Fort Wayne and governmental agencies, are operated by business principles. Therefore, all individuals will have interactions with organizations that are business-related. Your ability to understand and excel in these interactions will be enhanced by knowledge of business organizations and their administration.

As you go through this course, you will be introduced to many different ideas, value systems, cultures and ethnic groups. Knowledge of these differences will enhance your understanding of diversity as you advance through your career.

Student Learning Objectives:

1. Gain factual knowledge about business terms and functions.
2. Learn fundamental business principles and theories.
3. Learn to apply course material to improve decision-making in business.

4. Develop a respect for the ethical and moral issues that permeate business decisions and the different value systems that underlie various decisions and behaviors.
5. Learn to develop and present a Business Plan.
6. Gain experience in team collaboration.

Learning Resources & Texts

Rachdi and Rathbun, Business Basics & Perspectives, 7th Edition, Kendall Hunt Publishing Company.

Assignments

Quizzes & Exams

4 online quizzes (5% each)	20%
Final Exam (in classroom)	20% (covers all chapters)

Participation 30%

4 online discussions (5% each)	20%
In-class activities & Attendance	5%
	5% (Maximum of 3 allowed absences before points deducted. See EXPECTATIONS FOR ATTENDANCE AND PARTICIPATION BELOW.)

Written business plan 20%

Business Plan Presentation 10%

Grading Scale:

Grade	Percentages
A	90 – 100%
B	80 – 89%
C	70 – 79%
D+	60 – 69%
F	≤ 59%

Academic Misconduct / Plagiarism / AI:

Academic Misconduct, including plagiarism (using other people's ideas/words and not giving them credit thus implying the work is your own original work) or using your own work from a previous course without the express permission of the instructor, is taken very seriously at any learning institution. It is taken very seriously in this class. Please be aware of what behaviors constitute academic misconduct ([See Bulletin, Code of Students Rights, Responsibilities and Conduct Part II. A.](#)) If caught cheating or plagiarizing, a student may receive no credit on the assignment and may result in an F for the course. Any instances of academic dishonesty will be reported to the Office of Student Conduct and Care and your Department Chair and may result in expulsion from the University. Additional potential consequences can be found under: potential consequences (See Bulletin, [Code of Students Rights, Responsibilities and Conduct, Part III. A.](#): i.e., failure of the assignment, failure of the course and/or dismissal from the university) of such behavior.

Student Support Services

Purdue University Fort Wayne is committed to your academic and personal success. Visit the [Student Support Services](#) page for a list of student support services, including academic services, technology services, health and wellness, and support from administrative offices. For help with technology, including Brightspace, visit the [IT Services Student Technology Support](#) page.

If you observe and/or are made aware of student behavior that leaves you feeling concerned, worried, and/or alarmed, trust your instincts and say something. The CARE Team can assist with the student of concern, whether that's you or someone you are referring. Report the concern through the online CARE referral form. Please note that this form is not for emergencies. If you know of a student who is injured, is injuring themselves or others, or is threatening injuries to themselves or others, please call 911 immediately.

Your emotional wellness and mental health are important. If you have a mental health disorder, are struggling with your mental health, your stress overwhelms your ability to cope with it, or you find yourself needing emotional support, please talk to someone. If you or someone you know is in a mental health crisis situation, call 911 or go to the local emergency room. Otherwise, please reach out to our Center for Student Counseling (CSC). All currently enrolled PFW and IUFW students have access to free counseling at the center. To make an appointment to talk with a counselor call 260-481-6200 or email csc@pfw.edu.

Additional Information: