BUSINESS FOUNDATIONS A Changing World Eleventh Edition

O.C. Ferrell | Geoffrey Hirt | Linda Ferrell



Business Foundations A Changing World

eleventh edition

O.C. Ferrell Auburn University

Geoffrey A. Hirt DePaul University

> Linda Ferrell Auburn University





BUSINESS FOUNDATIONS: A CHANGING WORLD, ELEVENTH EDITION

Published by McGraw-Hill Education, 2 Penn Plaza, New York, NY 10121. Copyright © 2018 by McGraw-Hill Education. All rights reserved. Printed in the United States of America. Previous editions © 2016, 2014, and 2011. No part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written consent of McGraw-Hill Education, including, but not limited to, in any network or other electronic storage or transmission, or broadcast for distance learning.

Some ancillaries, including electronic and print components, may not be available to customers outside the United States.

This book is printed on acid-free paper.

1 2 3 4 5 6 7 8 9 LWI 21 20 19 18 17

ISBN 978-1-259-68523-1 MHID 1-259-68523-3

Chief Product Officer, SVP Products & Markets: G. Scott Virkler Vice President, General Manager, Products & Markets: Michael Ryan Managing Director: Susan Gouijnstook Director: Michael Ablassmeir Brand Manager: Anke Weekes Director, Product Development: Meghan Campbell Product Developer: Gabriela G. Velasco Freelance Product Developer: Shannon LeMay-Finn, Piper Editorial Director of Marketing: Robin Lucan Marketing Manager: Michael Gedatus Market Development Manager: Nicole Young Director of Digital Content: Kristy Dekat Lead Digital Product Analyst: Sankha Basu Director, Content Design & Delivery: Terri Schiesl Program Manager: Mary Conzachi Content Project Managers: Sheila M. Frank (Core), Evan Roberts (Assessment)

Buyer: Sandy Ludovissy Design: Debra Kubiak Content Licensing Specialists: Shawntel Schmitt (Image), Deanna Dausener (Text) Cover Image: © eiyuwzhangjie/123RF Compositor: SPi Global Typeface: 10.25/12 STIX MathJax Main Printer: LSC Communications Icons: Green earth © beboy/Shutterstock.com; green pushpin © Olivier Le Moal/Shutterstock.com; paper people in circle © sheff/Shutterstock.com; jigsaw puzzle piece © ALMAGAMI/Shutterstock.com; magnifying glass © Kae Deezign/Shutterstock.com; web, mobile, brochure © MIKHAIL GRACHIKOV/ Shutterstock.com; standing out from the crowd © Rusian Grechka/Shutterstock.com; empty scale © Design Pics/PunchStock; stones on beach © Ilya Terentyev/Getty Images; businessman on stairs © Tom Merton / age fotostock

All credits appearing on page are considered to be an extension of the copyright page.

Library of Congress Cataloging-in-Publication Data

Names: Ferrell, O. C., author. | Hirt, Geoffrey A., author. | Ferrell, Linda, author. | Ferrell, O. C. Business.

Title: Business foundations : a changing world / O.C. Ferrell, University of

- New Mexico, Geoffrey A. Hirt, DePaul University, Linda Ferrell, University of New Mexico.
- Description: Eleventh Edition. | Dubuque : McGraw-Hill Education, 2017. | Revised edition of Business, [2016]

Identifiers: LCCN 2016041137 | ISBN 9781259685231 (alk. paper)

Subjects: LCSH: Business. | Management-United States.

Classification: LCC HF1008 .F47 2017 | DDC 658—dc23 LC record available at https://lccn.loc. gov/2016041137

The Internet addresses listed in the text were accurate at the time of publication. The inclusion of a website does not indicate an endorsement by the authors or McGraw-Hill Education, and McGraw-Hill Education does not guarantee the accuracy of the information presented at these sites.

To James Ferrell

To Linda Hirt

To George Ferrell

Authors

O.C. FERRELL



O.C. Ferrell is the James T. Pursell, Sr. Eminent Scholar in Ethics and Director of the Center for Ethical Organizational Cultures in the Raymond J. Harbert College of Business,

Auburn University. He was formerly Distinguished Professor of Leadership and Business Ethics at Belmont University. He has also been on the faculties of the University of Wyoming, Colorado State University, University of Memphis, Texas A&M University, Illinois State University, and Southern Illinois University. He received his PhD in marketing from Louisiana State University.

Dr. Ferrell is president-elect of the Academy of Marketing Science. He is past president of the Academic Council of the American Marketing Association and chaired the American Marketing Association Ethics Committee. Under his leadership, the committee developed the AMA Code of Ethics and the AMA Code of Ethics for Marketing on the Internet. In addition, he is a former member of the Academy of Marketing Science Board of Governors and is a Society of Marketing Advances and Southwestern Marketing Association Fellow and an Academy of Marketing Science Distinguished Fellow. He has served for nine years as the vice president of publications for the Academy of Marketing Science. In 2010, he received a Lifetime Achievement Award from the Macromarketing Society and a special award for service to doctoral students from the Southeast Doctoral Consortium. He received

the Harold Berkman Lifetime Service Award from the Academy of Marketing Science and, more recently, the Cutco Vector Distinguished Marketing Educator Award from the Academy of Marketing Science.

Dr. Ferrell has been involved in entrepreneurial engagements, co-founding Print Avenue in 1981, providing a solution-based printing company. He has been a consultant and served as an expert witness in legal cases related to marketing and business ethics litigation. He has conducted training for a number of global firms, including General Motors. His involvement with direct selling companies includes serving on the Academic Advisory Committee and as a fellow for the Direct Selling Education Foundation.

Dr. Ferrell is the co-author of 20 books and more than 100 published articles and papers. His articles have been published in the Journal of Marketing Research, Journal of Marketing, Journal of Business Ethics, Journal of Business Research, Journal of the Academy of Marketing Science, AMS Review, and the Journal of Public Policy & Marketing, as well as other journals.

GEOFFREY A. HIRT



Geoffrey A. Hirt of DePaul University previously taught at Texas Christian University and Illinois State University, where he was chairman of the Department of Finance and

Law. At DePaul, he was chairman of the Finance Department from 1987 to 1997 and held the title of Mesirow Financial Fellow. He developed the MBA program in Hong Kong and served as director of international initiatives for the College of Business, supervising overseas programs in Hong Kong, Prague, and Bahrain and was awarded the Spirit of St. Vincent DePaul award for his contributions to the university. Dr. Hirt directed the Chartered Financial Analysts (CFA) study program for the Investment Analysts Society of Chicago from 1987 to 2003. He has been a visiting professor at the University of Urbino in Italy, where he still maintains a relationship with the economics department. He received his PhD in finance from the University of Illinois at Champaign-Urbana, his MBA at Miami University of Ohio, and his BA from Ohio Wesleyan University.

Dr. Hirt is currently on the Dean's Advisory Board and Executive Committee of DePaul's School of Music. The Tyree Foundation funds innovative education programs in Chicago, and Dr. Hirt also serves on the Grant Committee. Dr. Hirt is past president and a current member of the Midwest Finance Association, a former editor of the *Journal of Financial Education*, and also a member of the Financial Management Association. He belongs to the Pacific Pension Institute, an organization of public pension funds, private equity firms, and international organizations such as the Asian Development Bank, the IMF, and the European Bank for Reconstruction and Development.

Dr. Hirt is widely known for his textbook Foundations of Financial Management, published by McGraw-Hill/Irwin. This book, in its sixteenth edition, has been used in more than 31 countries and translated into more than 14 different languages. Additionally, Dr. Hirt is well known for his textbook Fundamentals of Investment Management, also published by McGraw-Hill/Irwin and now in its tenth edition. Dr. Hirt enjoys golf, swimming, music, and traveling with his wife, who is a pianist and opera coach.

LINDA FERRELL



Linda Ferrell is Professor and Chair of the Marketing Department in the Raymond J. Harbert College of Business, Auburn University. She was formerly Distinguished Professor

of Leadership and Business Ethics at Belmont University. She completed her PhD in business administration, with a concentration in management, at the University of Memphis. She has taught at the University of Tampa, Colorado State University, University of Northern Colorado, University of Memphis, University of Wyoming, and the University of New Mexico. She has also team-taught classes at Thammasat University in Bangkok, Thailand.

Her work experience as an account executive for McDonald's and Pizza Hut's advertising agencies supports her teaching of advertising, marketing management, marketing ethics, and marketing principles. She has published in the Journal of Public Policy & Marketing, Journal of Business Research, Journal of the Academy of Marketing Science, Journal of Business Ethics, AMS Review, Journal of Academic Ethics, Journal of Marketing Education, Marketing Education Review, Journal of Teaching Business Ethics, Marketing Management Journal, and Case Research Journal, and she is coauthor of Business Ethics: Ethical Decision Making and Cases (eleventh edition), Management (third edition), and Business and Society (sixth edition).

Dr. Ferrell is the immediate past president of the Academy of Marketing Science and a past president for the Marketing Management Association. She is a member of the NASBA Center for the Public Trust Board, on the Mannatech Board of Directors, and on the college advisory board for Cutco/Vector. She is also on the Board, Executive Committee, and Academic Advisory Committee of the Direct Selling Education Foundation. She has served as an expert witness in cases related to advertising, business ethics, and consumer protection.

Welcome

The eleventh edition represents a complete and comprehensive revision. This is because so many events and changes in the environment relate to the foundational concepts in business. This means that an introduction to business product has to provide adequate coverage of dynamic changes in the economy as they relate to business decisions. We have listened to your feedback and incorporated needed changes in content, boxes, cases, exercises, support, online resources and other features.

This is our fourth edition with a chapter on digital marketing and social networking in business. Since launching this chapter in the eighth edition, this dynamic area continues to change the face of business. Entrepreneurs and small businesses have to be able to increase sales and reduce costs by using social networking to communicate and develop relationships with customers. The sharing, or "gig," economy is transforming entrepreneurial opportunities for employees. For example, the number of independent contractors in our economy has increased from slightly over 5 percent to almost 16 percent of the workforce. The Internet is providing opportunities for peer-to-peer relationships for companies such as Uber, Lyft, TaskRabbit, as well as health care services like Dose. Because this area is a moving target, we have made substantial changes to the eleventh edition of Chapter 13, Digital Marketing and Social Networking. Digital marketing has helped many entrepreneurs launch successful businesses.

Throughout the product, we recognize the importance of sustainability and "green" business. By using the philosophy *reduce, reuse, and recycle,* we believe every business can be more profitable and contribute to a better world through green initiatives. There is a new "Going Green" box in each chapter that covers these environmental changes. Our "Entrepreneurship in Action" boxes also discuss many innovations and opportunities to use sustainability for business success. Sustainability is not only a goal of many businesses, but it is also providing career opportunities for many of our students.

We have been careful to continue our coverage of global business, ethics and social responsibility, and information technology as they relate to the foundations important in an introduction to business course. Our co-author team has a diversity of expertise in these important areas. O.C. Ferrell and Linda Ferrell have been recognized as leaders in business ethics education, and their insights are reflected in every chapter and in the "Consider Ethics and Social Responsibility" boxes. In addition, the website, http://danielsethics.mgt.unm.edu/ provides free resources such as PowerPoints and cases that can be used in the classroom. Geoff Hirt has a strong background in global business development, especially world financial markets and trade relationships.

The foundational areas of introduction to business, entrepreneurship, small business management, marketing, accounting, and finance have been completely revised. Examples have been provided to which students can easily relate. An understanding of core functional areas of business is presented so students get a holistic view of the world of business. Box examples related to "Responding to Business Challenges," "Entrepreneurship in Action," "Going Green," and "Consider Ethics and Social Responsibility" help provide real-world examples in these areas.

Our goal is to make sure that the content and teaching package for this book are of the highest quality possible. We wish to seize this opportunity to gain your trust, and we appreciate any feedback to help us continually improve these materials. We hope that the real beneficiary of all of our work will be well-informed students who appreciate the role of business in society and take advantage of the opportunity to play a significant role in improving our world. In this new edition, we have additional content to help our students understand how our free enterprise system operates and how we fit into the global competitive environment. This course is an opportunity for students to understand how they can create their own success and improve their quality of life.

> O.C. Ferrell Geoffrey A. Hirt Linda Ferrell

Focused, Exciting, Applicable, Happening

Business Foundations: A Changing World, eleventh edition, offers faculty and students a **focused** resource that is **exciting, applicable,** and **happening**! What sets this learning program apart from the competition? An unrivaled mixture of exciting content and resources blended with application focused text and activities, and fresh topics and examples that show students what is happening in the world of business today!

Our product contains all of the essentials that most students should learn in a semester. *Business Foundations* has, since its inception, delivered a focused presentation of the essential material needed to teach introduction to business. An unrivaled mixture of exciting content and resources, application-focused content and activities, and fresh topics and examples that show students what is happening in the world of business today set this text apart!

Focused! It's easy for students taking their first steps into business to become overwhelmed. Longer products try to solve this problem by chopping out examples or topics to make ad hoc shorter editions. *Business Foundations* carefully builds just the right mix of coverage and applications to give your students a firm grounding in business principles. Where other products have you sprinting through the semester to get everything in, Ferrell/Hirt/Ferrell allows you the breathing space to explore topics and incorporate other activities that are important to you and your students. The exceptional resources and the *Active Classroom Resource Manual* support you in this effort every step of the way.

⊖ Exciting

It's exciting to see students succeed! It's exciting to see more As and Bs in a course without grade inflation. Ferrell/Hirt/Ferrell makes these results possible for your course with its integrated learning package that is proven effective, tailored to each individual student, and easy to use.

Applicable

When students see how content applies to them, their life, their career, and the world around them, they are more engaged in the course. *Business Foundations* helps students maximize their learning efforts by setting clear objectives; delivering interesting cases and examples; focusing on core issues; and providing engaging activities to apply concepts, build skills, and solve problems.

Happening!

Because it isn't tied to the revision cycle of a larger book, *Business Foundations* inherits no outdated or irrelevant examples or coverage. Everything in the eleventh edition reflects the very latest developments in the business world—from the recent recession, high unemployment rates, and the financial instability in Europe to the growth of digital marketing and social networking. In addition, ethics continues to be a key issue, and Ferrell/Hirt/Ferrell use "Consider Ethics and Social Responsibility" boxes to instill in students the importance of ethical conduct in business. To ensure you always know what's happening, join the author-led Facebook group page supporting this text.



McGraw-Hill Connect[®] Learn Without Limits

Connect is a teaching and learning platform that is proven to deliver better results for students and instructors.

Connect empowers students by continually adapting to deliver precisely what they need, when they need it, and how they need it, so your class time is more engaging and effective.

73% of instructors who use **Connect** require it; instructor satisfaction **increases** by 28% when **Connect** is required.

Analytics-

Connect Insight[®]

Connect Insight is Connect's new one-of-a-kind visual analytics dashboard—now available for both instructors and students—that provides at-a-glance

information regarding student performance, which is immediately actionable. By presenting assignment, assessment, and topical performance results together with a time metric that is easily

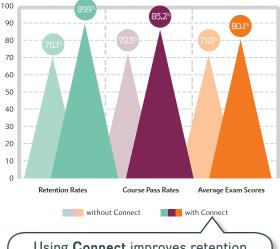
visible for aggregate or individual results, Connect Insight gives the user the ability to take a just-in-time approach to teaching and learning, which was never before available. Connect Insight presents data that empowers students and helps instructors improve class performance in a way that is efficient and effective.

Mobile

Connect's new, intuitive mobile interface gives students and instructors flexible and convenient, anytime–anywhere access to all components of the Connect platform.



Connect's Impact on Retention Rates, Pass Rates, and Average Exam Scores



Using **Connect** improves retention rates by **19.8%**, passing rates by **12.7%**, and exam scores by **9.1%**.

Impact on Final Course Grade Distribution

with

nout Connect		with Connect	
22,9%	A	31.0%	
27.4%	B	34.3%	
22,9%	С	18.7%	
11.5%	D	6.1%	
15.4%	F	9,9%	

Students can view their results for any **Connect** course.

		TO DO	TO DO	
David Ochotorena	LATE Accurding week 1 quiz	PRACTICE		
	LATE CH 02 - Quiz Intermediate	QUIZ		
	THE LATE CROSES 4	HOMEWORK		
T Classes	Ch 05. En case: Vocabulario DUE: 12/22 FUNTOS SPANSH 101 - SECTION CO1	LS		
6J innight	CH 05 States of Canadiousness START: 12/12 - OUE: 12/23 - PSYCHOLOGY 101 - SECTION IA	HOMEWORK		
	Guiz - Extra Credit START: 12/18 - DUE: 12/24 - PSYCHOLOGY 101 - SECTION 1A	QUIZ		
connect	RECHARGE Ch 02. En la suriversidad: Vecebulario DUSI: 12/7 PUNTOS SPARISIE101 - SECTION 001	LB		

Adaptive



THE **ADAPTIVE READING EXPERIENCE** DESIGNED TO TRANSFORM THE WAY STUDENTS READ

More students earn **A's** and **B's** when they use McGraw-Hill Education **Adaptive** products.

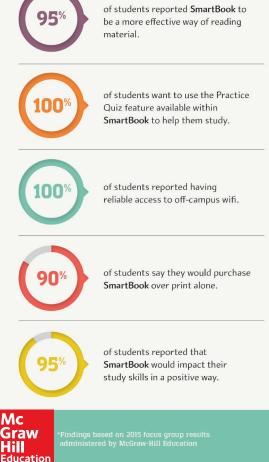
SmartBook[®]

Proven to help students improve grades and study more efficiently, SmartBook contains the same content within the print book, but actively tailors that content to the needs of the individual. SmartBook's adaptive technology provides precise, personalized instruction on what the student should do next, guiding the student to master and remember key concepts, targeting gaps in knowledge and offering customized feedback, and driving the student toward comprehension and retention of the subject matter. Available on tablets, SmartBook puts learning at the student's fingertips—anywhere, anytime.

Over **8 billion questions** have been answered, making McGraw-Hill Education products more intelligent, reliable, and precise.

www.mheducation.com





New to This Edition

As always, when revising this material for the current edition, all examples, figures, and statistics have been updated to incorporate any recent developments that affect the world of business. Additionally, content was updated to ensure the most pertinent topical coverage is provided. We now provide bonus chapters in the text—Bonus Chapter A, The Legal and Regulatory Environment, and Bonus Chapter B, Personal and Financial Planning—to meet market demands. In addition, we have added a new online Appendix C, which provides the basics of risk management. Both insurable and noninsurable risk are covered in this appendix.

Here are the highlights for each chapter:

Chapter I: The Dynamics of Business and Economics

- New boxed features describing real-world business issues
- New material on standard of living
- A new section on "The Importance of the American Economy"

Chapter 2: Business Ethics and Social Responsibility

- New boxed features describing issues in business ethics and social responsibility
- New examples of ethical issues facing today's businesses
- New See for Yourself Videocase–Warby Parker

Chapter 3: Business in a Borderless World

- New boxed features describing issues in international business
- New See for Yourself Videocase—Electra Bikes

Chapter 4: Options for Organizing Business

- New boxed features describing real-world business issues
- New definition of a master limited partnership
- New information on nonprofit organization

Chapter 5: Small Business, Entrepreneurship, and Franchising

- New boxed features describing current business issues
- New section on the sharing economy
- New material on nonstore retailing
- New information on incubators

Chapter 6: The Nature of Management

- New boxed features describing current business issues
- Staffing has been removed as a function of management, and the information on staffing has been moved toward the introduction
- New definition of brainstorming
- New information on participative decision making
- New See for Yourself Videocase-Panera Bread

Chapter 7: Organization, Teamwork, and Communication

- New boxed features describing current business issues
- A new objective on organizational culture
- New figure describing desired attitudes and behaviors associated with corporate culture

- New "Did You Know?" feature
- Information on formal communication has been placed in a table
- New See for Yourself Videocase-Hot Topic

Chapter 8: Managing Service and Manufacturing Operations

- New boxed features describing current business operational issues
- New material on the role of drones in operations
- New information on ISO 19600 related to compliance

Chapter 9: Motivating the Workforce

- New boxed features describing current business issues
- New section on goal-setting theory
- Updated information on best places for businesses and careers
- Definition of reinforcement theory

Chapter IO: Managing Human Resources

- New boxed features describing current HR issues
- A new "Did You Know?" feature
- New information on micropreneurs
- New information on exit interviews
- New material on mentoring employees
- New figure on recruiters' use of social networking in the recruitment process

Chapter II: Customer-Driven Marketing

- New boxed features describing current marketing issues
- New material on marketing analytics
- New information on benefit segmentation
- New material on B2B marketing
- New See for Yourself Videocase-Marriott

Chapter 12: Dimensions of Marketing Strategy

- New boxed features describing current marketing issues
- New definition of merchant wholesalers
- Direct selling and direct marketing added as key terms
- New See for Yourself Videocase-Spirit Airlines

Chapter 13: Digital Marketing and Social Networking

- New boxed features describing current digital marketing issues
- New information on illicit activities conducted on the Internet
- New information on virtual gaming

Chapter 14: Accounting and Financial Statements

- New boxed features describing current accounting issues
- New information on the financial information and ratios of Microsoft
- Financial ratio comparisons of Microsoft and Google

Chapter 15: Money and the Financial System

- New boxed features describing current financial issues
- New material on reward cards
- New See for Yourself Videocase—State Farm

Chapter 16: Financial Management and Securities Markets

- New boxed features describing current financial issues
- New See for Yourself Videocase—Tom and Eddie's

Acknowledgments

The eleventh edition of Business Foundations: A Changing World would not have been possible without the commitment, dedication, and patience of Jennifer Sawayda and Julian Mathias. Jennifer Sawayda provided oversight for editing and developing text content, cases, boxes, and the supplements. Julian Mathias assisted in developing many of the boxes in this edition. Anke Weekes, Executive Brand Manager, provided leadership and creativity in planning and implementing all aspects of the eleventh edition. Gabriela G. Velasco, Product Developer, did an outstanding job of coordinating all aspects of the development and production process. Sheila Frank was the Content Project Manager. Evan Roberts managed the technical aspects of Connect. Others important in this edition include Michael Gedatus (Senior Marketing Manager) and Debra Kubiak (Designer). Michael Hartline developed the Personal Career Plan in Appendix B. Vickie Bajtelsmit developed Bonus Chapter B on personal financial planning. Eric Sandberg of Interactive Learning assisted in developing the interactive exercises. Many others have assisted us with their helpful comments, recommendations, and support throughout this and previous editions. Thank you for all of your insight and feedback. We'd like to express our sincere thanks to the reviewers who helped us shape the eleventh edition. Your time and thoughtful feedback has helped us greatly make this another great revision:

Vondra Armstrong Pulaski Tech College

Gene Blackmun Rio Hondo College

Susan Blumen Montgomery College

Glenn Doolittle Santa Ana College

Cheryl Fetterman Cape Fear Community College

Anthony D. Fontes III Bunker Hill Community College

John P. Guess Delgado Community College

Paul Harvey University of New Hampshire

Timothy D. Hovet *Lane Community College*

Donald C. Hurwitz Austin Community College

Kathleen Kerstetter Kalamazoo Valley Community College Jeffrey Lavake University of Wisconsin–Oshkosh

Chad T. Lewis Everett Community College

Terry Lowe *Illinois State University*

Theresa Mastrianni *Kingsborough Community College*

Mark McLean Delgado Community College

Kimberly Mencken *Baylor University*

Suzanne Murray Piedmont Technical College

James Patterson Paradise Valley Community College

Vincent Quan Fashion Institute Technology

David Reiman Monroe County Community College

Yalonda Ross Davis Grand Valley State University

Acknowledgments

Cyndy Ruszkowski Illinois State University

Edith Strickland Tallahassee Community College

Rodney Thirion *Pikes Peak Community College*

Allen D. Truell Ball State University George Valcho Bossier Parish Community College

Gunnar Voltz Northern Arizona University–Flagstaff

Ruth White Bowling Green State University

Elisabeth Wicker Bossier Parish Community College

Brenda Anthony, Tallahassee Community College NaRita Gail Anderson, University of Central Oklahoma Phyllis Alderdice, Jefferson Community College Vondra Armstrong, Pulaski Tech College John Bajkowski, American Association of Individual Investors Gene Baker, University of North Florida Lia Barone, Norwalk Community College Ellen Benowitz, Mercer County Community College Stephanie Bibb, *Chicago State University* Barbara Boyington, Monmouth-Ocean County Small **Business Development Center** Suzanne Bradford, Angelina College Alka Bramhandkar, Ithaca College Dennis Brode, Sinclair Community College Harvey S. Bronstein, Oakland Community College Colin Brooks, University of New Orleans Eric Brooks, Orange County Community College Nicky Buenger, *Texas A&M University* Anthony Buono, Bentley College Tricia Burns, Boise State University Diana Carmel, Golden West College William Chittenden, Texas State University Michael Cicero, *Highline Community College* Margaret Clark, *Cincinnati State Tech & Community* College Mark Lee Clark, Collin College Debbie Collins, Anne Arundel Community College-Arnold Karen Collins, Lehigh University Katherine Conway, *Borough of Manhattan Community* College Rex Cutshall, *Indiana University* Dana D'Angelo, Drexel University Laurie Dahlin, *Worcester State College* Deshaun H. Davis, Northern Virginia Community College Peter Dawson, Collin County Community College-Plano John DeNisco, Buffalo State College Tom Diamante, Corporate Consulting Associates, Inc. Joyce Domke, *DePaul University* Michael Drafke, College of DuPage John Eagan, Erie Community College/City Campus SUNY Glenda Eckert, Oklahoma State University

Thomas Enerva, University of Maine–Fort Kent Robert Ericksen, Business Growth Center Donna Everett, Santa Rosa Junior College Joe Farinella, University of North Carolina–Wilmington Bob Farris, Mt. San Antonio College Gil Feiertag, Columbus State Community College James Ferrell, R. G. Taylor, P.C. Art Fischer, *Pittsburg State University* Jackie Flom, University of Toledo Jennifer Friestad, Anoka-Ramsey Community College Chris Gilbert, Tacoma Community College/University of Washington Ross Gittell, University of New Hampshire Connie Golden, Lakeland Community College Terri Gonzales-Kreisman, Phoenix College Kris Gossett, Ivy Tech Community College of Indiana Carol Gottuso, Metropolitan Community College Bob Grau, Cuyahoga Community College–Western Campus Gary Grau, Northeast State Tech Community College Jack K. Gray, Attorney-at-Law, Houston, Texas Catherine Green, University of Memphis Claudia Green, Pace University Maurice P. Greene, Monroe College Phil Greenwood, University of Wisconsin-Madison David Gribbin, East Georgia College Selina Andrea Griswold, University of Toledo Peggy Hager, Winthrop University Michael Hartline, Florida State University Neil Herndon, University of Missouri James Hoffman, Borough of Manhattan Community College MaryAnne Holcomb, Antelope Valley College Joseph Hrebenak, Community College of Allegheny County-Allegheny Campus Stephen Huntley, Florida Community College Rebecca Hurtz, State Farm Insurance Co. Scott Inks, Ball State University Steven Jennings, Highland Community College Carol Jones, Cuyahoga Community College-Eastern Campus

Sandra Kana, Mid-Michigan Community College Norm Karl, Johnson County Community College Janice Karlan, LaGuardia Community College Eileen Kearney, Montgomery County Community College Craig Kelley, California State University-Sacramento Susan Kendall, Arapahoe Community College Ina Midkiff Kennedy, Austin Community College Arbrie King, Baton Rouge Community College John Knappenberger, Mesa State College Gail Knell, Cape Cod Community College Anthony Koh, University of Toledo Regina Korossy, Pepperdine University Velvet Landingham, Kent State University-Geauga Daniel LeClair, AACSB Richard Lewis, East Texas Baptist College Corinn Linton, Valencia Community College Corrine Livesay, Mississippi College Thomas Lloyd, Westmoreland Community College Terry Loe, Kennerow University Kent Lutz, University of Cincinnati Scott Lyman, Winthrop University Dorinda Lynn, Pensacola Junior College Isabelle Maignan, ING Larry Martin, Community College of Southern Nevada–West Charles Therese Maskulka, Youngstown State University Kristina Mazurak, Albertson College of Idaho Debbie Thorne McAlister, Texas State University-San Marcos John McDonough, Menlo College Tom McInish, University of Memphis Noel McDeon, Florida Community College Chris Mcnamara, Fingers Lake Community College Mary Meredith, University of Louisiana at Lafayette Michelle Meyer, Joliet Junior College George Milne, University of Massachusetts-Amherst Daniel Montez, South Texas College Glynna Morse, Augusta College Stephanie Narvell, Wilmington College-New Castle Fred Nerone, International College of Naples Laura Nicholson, Northern Oklahoma College Stef Nicovich, Lynchburg College Michael Nugent, SUNY-Stony Brook University New York Mark Nygren, Brigham Young University-Idaho Lauren Paisley, Genesee Community College Wes Payne, Southwest Tennessee Community College Dyan Pease, Sacramento City College Constantine G. Petrides, Borough of Manhattan Community College John Pharr, Cedar Valley College Shirley Polejewski, University of St. Thomas

Daniel Powroznik, Chesapeake College Krista Price, Heald College Larry Prober, Rider University Michael Quinn, Penn State University Stephen Pruitt, University of Missouri-Kansas City Victoria Rabb, College of the Desert Gregory J. Rapp, Portland Community College Tom Reading, Ivy Tech State College Delores Reha, Fullerton College Susan Roach, Georgia Southern University Dave Robinson, University of California-Berkeley Carol Rowey, Surry Community College Marsha Rule, Florida Public Utilities Commission Carol A. Rustad, Sylvan Learning Martin St. John, Westmoreland Community College Don Sandlin, East Los Angeles College Nick Sarantakes, Austin Community College Andy Saucedo, Dona Ana Community College-Las Cruces Dana Schubert, Colorado Springs Zoo Marianne Sebok, Community College of Southern Nevada–West Charles Jeffery L. Seglin, Seglin Associates Daniel Sherrell, University of Memphis Morgan Shepherd, University of Colorado Elaine Simmons, Guilford Technical Community College Greg Simpson, Blinn College Nicholas Siropolis, Cuyahoga Community College Robyn Smith, Pouder Valley Hospital Kurt Stanberry, University of Houston Downtown Cheryl Stansfield, North Hennepin Community College Ron Stolle, Kent State University-Kent Jeff Strom, Virginia Western Community College Lisa Strusowski, Tallahassee Community College Scott Taylor, Moberly Area Community College Wayne Taylor, Trinity Valley Community College Ray Tewell, American River College Evelyn Thrasher, University of Massachusetts-Dartmouth Steve Tilley, Gainesville College Amy Thomas, Roger Williams University Kristin Trask, Butler Community College Ted Valvoda, Lakeland Community College Sue Vondram, Loyola University Elizabeth Wark, Springfield College Emma Watson, Arizona State University-West Frederik Williams, North Texas State University Richard Williams, Santa Clara University Pat Wright, University of South Carolina Lawrence Yax, Pensacola Junior College-Warrington Bruce Yuille, Cornell University-Ithaca

Brief Contents

Part 1 Business in a Changing World

- 1 The Dynamics of Business and Economics 2
- **2** Business Ethics and Social Responsibility 36
- 3. Business in a Borderless World 72

Part 2 Starting and Growing a Business

- 4 Options for Organizing Business 108
- 5 Small Business, Entrepreneurship, and Franchising 140

Part 3 Managing for Quality and Competitiveness

- 6 The Nature of Management 170
- 7 Organization, Teamwork, and Communication 200
- 8 Managing Service and Manufacturing Operations 232

Part 4 Creating the Human Resource Advantage

- 9 Motivating the Workforce 266
- **10** Managing Human Resources 292

Part 5 Marketing: Developing Relationships

- 11 Customer-Driven Marketing 330
- 12 Dimensions of Marketing Strategy 360
- 13 Digital Marketing and Social Networking 396

Part 6 Financing the Enterprise

- 14 Accounting and Financial Statements 430
- **15** Money and the Financial System 466
- 16 Financial Management and Securities Markets 496

Bonus Chapters

- A The Legal and Regulatory Environment 526
- B Personal Financial Planning 546
- Glossary 571

Indexes 585

Appendixes (Available Online and via Create)

- A Guidelines for the Development of the Business Plan
- **B** Personal Career Plan
- C Risk—The Basics of Risk Management

⊖ Contents ☐

Part 1

Business in a Changing World 1

CHAPTER 1

The Dynamics of Business and Economics 2

Enter the World of Business

Dollar Shave Club Cuts through the Competition 3 Introduction 4

The Nature of Business 4

The Goal of Business 4 The People and Activities of Business 5

Why Study Business? 7

The Economic Foundations of Business 8

Economic Systems 8

The Free-Enterprise System II

The Forces of Supply and Demand 12 The Nature of Competition 14

Going Green

Whole Foods's Dilemma: It's Too Easy Being Green 15 Economic Cycles and Productivity 15 The American Economy 19

Responding to Business Challenges

Uber Swerves around Regulatory Obstacles 20 The Importance of the American Economy 20 A Brief History of the American Economy 21 The Role of the Entrepreneur 23

Entrepreneurship in Action

Will Pizza Studio Slice Up the Competition? 24 The Role of Government in the American Economy 25 The Role of Ethics and Social Responsibility in Business 25

Can You Learn Business in a Classroom? 26

So You Want a Job in the Business Ethics World 28 Review Your Understanding 28 Revisit the World of Business 29 Learn the Terms 29 Check Your Progress 30 Get Involved 30 Build Your Skills: The Forces of Supply and Demand 30 Solve the Dilemma: Mrs. Acres Homemade Pies 31

Build Your Business Plan: The Dynamics of Business and Economics 32 See for Yourself Videocase: Redbox Succeeds by Identifying Market Need 32 Team Exercise 33 Endnotes 33

CHAPTER 2

Business Ethics and Social Responsibility 36

Enter the World of Business

Mars M & Ms: Less Sugar for Your Sweet Tooth 37 Introduction 38 Business Ethics and Social Responsibility 38

Entrepreneurship in Action

Beautycounter Is Lathered Up about Social Responsibility 39 The Role of Ethics in Business 40 Recognizing Ethical Issues in Business 42 Fairness and Honesty 46 Making Decisions about Ethical Issues 49 Improving Ethical Behavior in Business 50

Consider Ethics and Social Responsibility

Come Fly with Me: Or Not? 51 The Nature of Social Responsibility 52 Social Responsibility Issues 54

Going Green

Cloud Computing at Amazon: Green or Red? 59 Unemployment 61

So You Want a Job in Business Ethics and Social Responsibility 63 Review Your Understanding 63 Revisit the World of Business 64 Learn the Terms 64 Check Your Progress 64 Get Involved 65 Build Your Skills: Making Decisions about Ethical Issues 65 Solve the Dilemma: Customer Privacy 66 Build Your Business Plan: Business Ethics and Social Responsibility 66 See for Yourself Videocase: Warby Parker: An Affordable World Vision 67 Team Exercise 68 Endnotes 68

CHAPTER 3

Business in a Borderless World 72

Enter the World of Business

Global Menu Customization: Squid Ink Burgers 73 Introduction 74 The Role of International Business 74 Why Nations Trade 75 Trade between Countries 75 Balance of Trade 76 International Trade Barriers 77 Economic Barriers 77 Entrepreneurship in Action Tracking Counterfeit Drugs 79 Ethical, Legal, and Political Barriers 79 Social and Cultural Barriers 82 Technological Barriers 84 Trade Agreements, Alliances, and Organizations 85 General Agreement on Tariffs and Trade 85 The North American Free Trade Agreement 85 The European Union 87 **Going Green** The Fight over GMOs in Europe 88 Asia-Pacific Economic Cooperation 89 Association of Southeast Asian Nations 90 World Bank 90 International Monetary Fund 90 Getting Involved in International Business 91 Exporting and Importing 91 Trading Companies 92 Licensing and Franchising 92 Contract Manufacturing 93 Outsourcing 93 Offshoring 94 Joint Ventures and Alliances 94 Direct Investment 94 **Responding to Business Challenges**

Disney China: It's a Big World after All 95 International Business Strategies 96 Developing Strategies 96 Managing the Challenges of Global Business 97

So You Want a Job in Global Business 97 Review Your Understanding 98 Revisit the World of Business 98 Learn the Terms 99

Check Your Progress 99 Get Involved 99 Build Your Skills: Global Awareness 100 Solve the Dilemma: Global Expansion or Business as Usual? 100 Build Your Business Plan: Business in a Borderless World 101 See for Yourself Videocase: Electra Bikes: Better, Cooler, Awesomer! 101 Team Exercise 102 Endnotes 102

Part 2

Starting and Growing a Business 107

CHAPTER 4 Options for Organizing Business 108

Enter the World of Business

Ace Is the Place: Or Is It? 109 Introduction IIO Sole Proprietorships IIO Advantages of Sole Proprietorships III Disadvantages of Sole Proprietorships II2

Entrepreneurship in Action

Millennium Products Dominates Kombucha Market 114 Partnerships 114 Types of Partnership 115 Articles of Partnership 115 Advantages of Partnerships 116

Responding to Business Challenges

Brew Hound Brewery No Longer a Lone Wolf 117 Disadvantages of Partnerships II8 Taxation of Partnerships 119 Corporations 119 Creating a Corporation 120 Types of Corporations 121 Elements of a Corporation 123 Advantages of Corporations 125 Disadvantages of Corporations 126 Other Types of Ownership 127 Joint Ventures 127 S Corporations 127 Limited Liability Companies 127 Going Green Crimson Midstream Embraces Green 128

Cooperatives 128

Trends in Business Ownership: Mergers and Acquisitions 129

So You'd Like to Start a Business 132 Review Your Understanding 132 Revisit the World of Business 133 Learn the Terms 133 Check Your Progress 134 Get Involved 134 Build Your Skills: Selecting a Form of Business 134 Solve the Dilemma: To Incorporate or Not to Incorporate 135 Build Your Business Plan: Options for Organizing Business 135 See for Yourself Videocase: PODS Excels at Organizing a Business 135 Team Exercise 136 Endnotes 136

CHAPTER 5

Small Business, Entrepreneurship, and Franchising 140

Enter the World of Business

A V.I.P. Moving Experience 141 Introduction 142 The Nature of Entrepreneurship and Small Business 142 What Is a Small Business? 143 The Role of Small Business in the American

Economy 144 Industries That Attract Small Business 145

Going Green

Is 100 Percent Biodegradable Plastic Possible? 147 Advantages of Small-Business Ownership 149

Independence 149 Costs 149 Flexibility 149 Focus 150 Reputation 150 Disadvantages of Small-Business Ownership 150 High Stress Level 150 High Failure Rate 150

Responding to Business Challenges

Walmart Embraces a Diversity of Suppliers 151 Starting a Small Business 153 The Business Plan 153 Forms of Business Ownership 153 Financial Resources 154 Approaches to Starting a Small Business 155

Entrepreneurship in Action

Buffalo Wild Wings Lands Rusty Taco 157 Help for Small-Business Managers 157 The Future for Small Business 158 Demographic Trends 158 Technological and Economic Trends 159 Making Big Businesses Act "Small" 160

So You Want to Be an Entrepreneur or Small-Business Owner 161 Review Your Understanding 162 Revisit the World of Business 162 Learn the Terms 163 Check Your Progress 163 Get Involved 163 Build Your Skills: Creativity 163 Solve the Dilemma: The Small-Business Challenge 164 Build Your Business Plan: Small Business, Entrepreneurship, and Franchising 165 See for Yourself Videocase: Sonic—A Successful Franchise with an Old-Fashioned Drive-In Experience 165 Team Exercise 166

Part 3

Managing for Quality and Competitiveness 169

CHAPTER 6

The Nature of Management 170

Enter the World of Business

Meet China's Steve Jobs: Lei Jun 171 Introduction 172 The Importance of Management 172 Management Functions 173 Planning 173 Entrepreneurship in Action Former Bronco Tackles Dietary Trends 175 Organizing 177 Directing 177 Controlling 178 Types of Management 178 Levels of Management 178 Areas of Management 182 Skills Needed by Managers 182

Technical Expertise 182

Conceptual Skills 183

Analytical Skills 183 Human Relations Skills 184

Leadership 184

Responding to Business Challenges

Social Entrepreneurship: From South Africa to Whole Foods 185

Going Green

Patagonia: Lean, Mean, and Green 186

Employee Empowerment 187

Decision Making 188

Recognizing and Defining the Decision Situation 188 Developing Options 189

Analyzing Options 189

Selecting the Best Option 190

Implementing the Decision 190

Monitoring the Consequences 190

Management in Practice 190

So You Want to Be a Manager 192 Review Your Understanding 192 Revisit the World of Business 193 Learn the Terms 193 Check Your Progress 193 Get Involved 194 Build Your Skills: Functions of Management 194 Solve the Dilemma: Making Infinity Computers Competitive 195 Build Your Business Plan: The Nature of Management 195 See for Yourself Videocase: Panera Bread: Strategy Leads to Success 196 Team Exercise 197 Endnotes 197

CHAPTER 7

Organization, Teamwork, and Communication 200

Enter the World of Business

W.L. Gore: Where Everyone Is the Boss 201 Introduction 202 Organizational Culture 202

Responding to Business Challenges

Amazon: Expedited Service and Employment 203 Developing Organizational Structure 204 Assigning Tasks 205 Specialization 205 Departmentalization 206 Assigning Responsibility 209 Delegation of Authority 210 Degree of Centralization 210

Going Green

Rainforest Alliance: Sustainable Workplace 211 Span of Management 212 Organizational Layers 212 Forms of Organizational Structure 213 Line Structure 213 Line-and-Staff Structure 214 Multidivisional Structure 215 Matrix Structure 215 The Role of Groups and Teams in Organizations 216 Committees 217 Task Forces 217 Teams 218 Communicating in Organizations 219 Formal and Informal Communication 220 Monitoring Communications 221 Improving Communication Effectiveness 221 Entrepreneurship in Action From a Small Coffee Shop to a Big Sugar Bowl 222 So You Want a Job in Managing Organizational Culture, Teamwork, and Communication 223 Review Your Understanding 224 Revisit the World of Business 225 Learn the Terms 225 Check Your Progress 225 Get Involved 225 Build Your Skills: Teamwork 226 Solve the Dilemma: Quest Star in Transition 227 Build Your Business Plan: Organization, Teamwork, and Communication 227 See for Yourself Videocase: Hot Topic Ties Up an Employee Culture 227 Team Exercise 228 Endnotes 229

CHAPTER 8

Managing Service and Manufacturing Operations 232

Enter the World of Business

Operations Challenges Inside the Chipotle Kitchen 233 Introduction 234 The Nature of Operations Management 234 The Transformation Process 235 Operations Management in Service Businesses 235

Entrepreneurship in Action

Bean-to-Bar Chocolate 236

xxii Contents
Planning and Designing Operations Systems 239
Planning the Product 240
Designing the Operations Processes 240
Planning Capacity 241
Planning Facilities 242
-
Sustainability and Manufacturing 245
Managing the Supply Chain 246 Purchasing 247
Managing Inventory 247
Responding to Business Challenges Ashley Furniture Owns Its Supply Chain 248
Outsourcing 249
Routing and Scheduling 250
Managing Quality 252
International Organization for Standardization (ISO) 254
Going Green
A Green Apple Contributes to Supply Chain Sustainability 255
Inspection 255
Sampling 256
Integrating Operations and Supply Chain
Management 256
So You Want a Job in Operations Management 257 Review Your Understanding 258
Revisit the World of Business 258
Learn the Terms 258
Check Your Progress 259
Get Involved 259 Build Your Skills: Reducing Cycle Time 259
Solve the Dilemma: Planning for Pizza 260
Build Your Business Plan: Managing Service and Manufacturing
Operations 261
See for Yourself Videocase: Operations Excellence Results in a Home Run 261
Team Exercise 262

Part 4

Endnotes 262

Creating the Human Resource Advantage 265

CHAPTER 9

Motivating the Workforce 266

Enter the World of Business

Marriott: Take Care of Employees and That Takes Care of Your Customers 267 Introduction 268 Nature of Human Relations 268 Historical Perspectives on Employee Motivation 270 Classical Theory of Motivation 271 The Hawthorne Studies 271

Going Green

King Arthur Flour: Employees Rule! 272 Theories of Employee Motivation 272 Maslow's Hierarchy of Needs 273 Herzberg's Two-Factor Theory 274 McGregor's Theory X and Theory Y 275

Entrepreneurship in Action

Alterra: Creating Customers for Life 276 Theory Z 277 Equity Theory 277 Expectancy Theory 278 Goal-Setting Theory 279 Strategies for Motivating Employees 279 Behavior Modification 279 Job Design 280 Importance of Motivational Strategies 282

Consider ethics and social responsibility Acuity: Insuring Workplace Happiness 283

So You Think You May Be Good at Motivating a Workforce 284 Review Your Understanding 285 Revisit the World of Business 285 Learn the Terms 286 Check Your Progress 286 Get Involved 286 Build Your Skills: Motivating 287 Solve the Dilemma: Motivating to Win 287 Build Your Business Plan: Motivating the Workforce 288 See for Yourself Videocase: The Container Store's Secret to Success: Employee Satisfaction 288 Team Exercise 289 Endnotes 289

CHAPTER 10

Managing Human Resources 292

Enter the World of Business

Higher Sophistication in Hiring 293 Introduction 294 The Nature of Human Resources Management 294 Planning for Human Resources Needs 294

Entrepreneurship in Action

PowerToFly: Hiring Women in Tech Worldwide 295 Recruiting and Selecting New Employees 296 Recruiting 296 Selection 297 Legal Issues in Recruiting and Selecting 300 Developing the Workforce 302 Training and Development 302 Assessing Performance 303 Turnover 305 Compensating the Workforce 307 Financial Compensation 307 **Going Green** Google IT: Employee Bonuses for Being Green 308 Benefits 309 Managing Unionized Employees 3II Collective Bargaining 312 Resolving Disputes 312 The Importance of Workforce Diversity 314 The Characteristics of Diversity 314 Why Is Diversity Important? 315 The Benefits of Workforce Diversity 317 Affirmative Action 317 Trends in Management of the Workforce 318 **Responding to Business Challenges** Tech Industry Short-Circuits the Diversity Gap 318 So You Want to Work in Human Resources 320 Review Your Understanding 320 Revisit the World of Business 321 Learn the Terms 321 Check Your Progress 322 Get Involved 322

Build Your Skills: Appreciating and Valuing Diversity 322 Solve the Dilemma: Morale among the Survivors 324 Build Your Business Plan: Managing Human Resources 324 See for Yourself Videocase: The Importance of Hollywood Labor Unions 324 Team Exercise 325 Endnotes 325

Part 5

Marketing: Developing Relationships 329

CHAPTER 11

Customer-Driven Marketing 330

Enter the World of Business Campbell's Soup: You Can't Always Get What You Want 331

Introduction 332 Nature of Marketing 332 The Exchange Relationship 332 Functions of Marketing 334 Creating Value with Marketing 335 The Marketing Concept 335 Evolution of the Marketing Concept 337 Developing a Marketing Strategy 339 Selecting a Target Market 339 Developing a Marketing Mix 342 Marketing Research and Information Systems 344 Consider Ethics and Social Responsibility He Sees You While You're Sleeping: Consumer Tracking Technology 345 Online Marketing Research 346 Buying Behavior 347 Psychological Variables of Buying Behavior 348 Social Variables of Buying Behavior 348 Entrepreneurship in Action IOLLA Sees Eyewear Differently 349 Understanding Buying Behavior 349 The Marketing Environment 349 Going Green Volkswagen Hits a Bump in the Road: The Quest to Rebuild Trust 350 Importance of Marketing to Business and Society 351 So You Want a Job in Marketing 352 Review Your Understanding 352 Revisit the World of Business 353 Learn the Terms 353 Check Your Progress 353 Get Involved 354 Build Your Skills: The Marketing Mix 354 Solve the Dilemma: Will It Go? 355 Build Your Business Plan: Customer-Driven Marketing 355 See for Yourself Videocase: Marriott: Your Home Away from Home 355 Team Exercise 356 Endnotes 357

CHAPTER 12

Dimensions of Marketing Strategy 360

Enter the World of Business

Disney: Not the Same Old Mickey Mouse Experience 361

Introduction 362 The Marketing Mix 362 Product Strategy 362 Developing New Products 362

Responding to Business Challenges

IKEA "Sees" Each Store as Unique 363 Classifying Products 365 Product Line and Product Mix 366 Product Life Cycle 367

Identifying Products 369

Going Green

Ford Rolls Into Smart Bikes 373 Pricing Strategy 373 Pricing Objectives 374 Specific Pricing Strategies 374

Distribution Strategy 375

Marketing Channels 375

Entrepreneurship in Action

Heidi Ho Organics: Cheese Fit for a Shark 379 Intensity of Market Coverage 380 Physical Distribution 380

Importance of Distribution in a Marketing Strategy 382

Promotion Strategy 382 The Promotion Mix 382

Promotion Strategies: To Push or to Pull 386

Objectives of Promotion 387

Promotional Positioning 387

Importance of Marketing Strategy 388

So You Want to Be a Marketing Manager 389 Review Your Understanding 389 Revisit the World of Business 390 Learn the Terms 390 Check Your Progress 391 Get Involved 391 Build Your Skills: Analyzing Motel 6's Marketing Strategy 391 Solve the Dilemma: Better Health with Snacks 392 Build Your Business Plan: Dimensions of Marketing Strategy 392 See for Yourself Videocase: Spirit Airlines: Flying Below Customer Expectations 392 Team Exercise 393 Endnotes 393

CHAPTER 13

Digital Marketing and Social Networking 396

Enter the World of Business

Pinning Your Hopes on Emerging Social Media 397 Introduction 398 Growth and Benefits of Digital Communication 398 Using Digital Media in Business 399 Digital Media and the Marketing Mix 401 Entrepreneurship in Action Jet.com Soaring to New Heights in E-Commerce 403 Social Networking 404 Types of Consumer-Generated Marketing and Digital Media 404 Going Green Facebook Smiles on Sustainability 405 Social Networks 405 Blogs and Wikis 407 Media Sharing 408 Virtual Gaming 409 Mobile Marketing 410 Applications and Widgets 412 Using Digital Media to Reach Consumers 412 Using Digital Media to Learn about Consumers 414 Legal and Social Issues in Internet Marketing 415 Privacy 415 Identity Theft and Online Fraud 416 Consider Ethics and Social Responsibility Advertising Effectiveness: Real or a Mirage? 417 Intellectual Property Theft and Other Illegal Activities 418 Digital Media's Impact on Marketing 419 So You Want to be a Digital Marketer 419 Review Your Understanding 420 Revisit the World of Business 421 Learn the Terms 421 Check Your Progress 421 Get Involved 421 Build Your Skills: Planning a Digital Marketing and Social Networking Site 422 Solve the Dilemma: Developing Successful Freeware 422 Build Your Business Plan: Digital Marketing and Social Networking 423 See for Yourself Videocase: Should Employees Use Social Media

Team Exercise 424 Endnotes 424

Sites at Work? 423

Part 6

Financing the Enterprise 429

CHAPTER 14

Accounting and Financial Statements 430

Introduction 468

Enter the World of Business

Accounting for Fraud 431 Introduction 432 The Nature of Accounting 432 Accountants 432 Accounting or Bookkeeping? 434 The Uses of Accounting Information 434

Going Green

Environmental Costs Hit the Balance Sheet 436 The Accounting Process 437 The Accounting Equation 437 Double-Entry Bookkeeping 438 The Accounting Cycle 439 Financial Statements 441 The Income Statement 441

Entrepreneurship in Action

Dauby O'Connor & Zaleski Make Being a CPA Less Taxing 445 The Balance Sheet 446 The Statement of Cash Flows 448 Ratio Analysis: Analyzing Financial Statements 452 Profitability Ratios 453

Consider Ethics and Social Responsibility

Preserving Auditor Independence 454 Asset Utilization Ratios 454 Liquidity Ratios 455 Debt Utilization Ratios 456 Per Share Data 456 Industry Analysis 457

Importance of Integrity in Accounting 459

So You Want to Be an Accountant 460 Review Your Understanding 460 Revisit the World of Business 461 Learn the Terms 461 Check Your Progress 461 Get Involved 462 Build Your Skills: Financial Analysis 462 Solve the Dilemma: Exploring the Secrets of Accounting 462 Build Your Business Plan: Accounting and Financial Statements 463 See for Yourself Videocase: Goodwill Industries: Accounting in a Nonprofit 463 Team Exercise 464 Endnotes 464

CHAPTER 15

Money and the Financial System 466

Enter the World of Business

Brok'n: The Downside of an Increasingly Cashless Society 467

Money in the Financial System 468 Functions of Money 468 Responding to Business Challenges Should Firms Forgo the CFO? 469 Characteristics of Money 469 Types of Money 472 The American Financial System 475 The Federal Reserve System 475 Banking Institutions 479 Going Green Want Greenbacks? Then Go Green 480 Nonbanking Institutions 482 Entrepreneurship in Action Pay Direct: The Big Play for Pay 484 Electronic Banking 485 Future of Banking 487 So You're Interested in Financial Systems or Banking 488 Review Your Understanding 489 Revisit the World of Business 489 Learn the Terms 490 Check Your Progress 490 Get Involved 490 Build Your Skills: Managing Money 490 Solve the Dilemma: Seeing the Financial Side of Business 491 Build Your Business Plan: Money and the Finacial System 491 See for Yourself Videocase: State Farm: Not Your Traditional Bank 491 Team Exercise 492 Endnotes 492

CHAPTER 16

Financial Management and Securities Markets 496

Enter the World of Business Marketing Digital Financial Products: No John Hancock Needed 497 Introduction 498 Managing Current Assets and Liabilities 498 Managing Current Assets 498 Responding to Business Challenges

Responding to Business Challenges

Is Too Much Disclosure Too Complicated? 499 Managing Current Liabilities 503 Managing Fixed Assets 505 Capital Budgeting and Project Selection 505 Assessing Risk 506 Pricing Long-Term Money 507 Financing with Long-Term Liabilities 508 Bonds: Corporate IOUs 509 Types of Bonds 510

Financing with Owners' Equity 510

Entrepreneurship in Action

Y Combinator: Y Not? 512 Investment Banking 512

Going Green

Tesla's Green Play: Invest, Divest, or Protest 514 The Securities Markets 514

Stock Markets 515

The Over-the-Counter Market 516 Measuring Market Performance 516

So You Want to Work in Financial Management or Securities 519 Review Your Understanding 520 Revisit the World of Business 520 Learn the Terms 521 Check Your Progress 521 Get Involved 521 Build Your Skills: Choosing among Projects 522 Solve the Dilemma: Surviving Rapid Growth 523 Build Your Business Plan: Financial Management and Securities Market 523 See for Yourself Videocase: Tom and Eddie's: Fed through Nontraditional Channels 523 Team Exercise 524 Endnotes 524

Bonus Chapters

A. The Legal and Regulatory Environment 526 B. Personal Financial Planning 546

Glossary 571

Indexes Name Index 585 Company Index 591 Subject Index 597

Appendixes (Available Online and via Create)

- A. Guidelines for the Development of the Business Plan
- B. Personal Career Plan
- C. Risk: The Basics of Risk Management



Business in a Changing World

- Chapter 1 The Dynamics of Business and Economics
- Chapter 2 Business Ethics and Social Responsibility
- Chapter 3 Business in a Borderless World

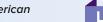
© Ringo Chiu/ZUMA Press, Inc./Alamy Stock Photo

The Dynamics of **Business and Economics**

Chapter Outline

Introduction The Nature of Business The Goal of Business The People and Activities of Business Why Study Business? The Economic Foundations of Business Economic Systems The Free-Enterprise System The Forces of Supply and Demand The Nature of Competition Economic Cycles and Productivity The American Economy The Importance of the American Economy A Brief History of the American Economy The Role of the Entrepreneur The Role of Government in the American Economy The Role of Ethics and Social Responsibility in Business

Can You Learn Business in a Classroom?



Trace the evolution of the American economy and discuss the role of the entrepreneur in the economy.



Evaluate a small-business owner's situation and propose a course of action.

- After reading this chapter, you will be able to:
 - Define basic concepts such as business, product, and profit.
 - Identify the main participants and activities of business and explain why studying business is important.
- LO 1-3

LO 1-1

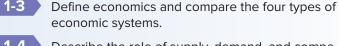




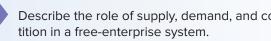
- tition in a free-enterprise system.
- LO 1-2

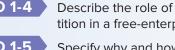
Learning Objectives



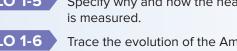


Describe the role of supply, demand, and compe-





Specify why and how the health of the economy is measured.



Enter the World of Business \ominus

Dollar Shave Club Cuts through the Competition

For Dollar Shave Club (DSC), it's all about finding a better and more convenient way to meet the demand for razor blades. The idea for the firm emerged from a conversation entrepreneur Michael Dubin was having with co-founder Mark Levine about the annoyances of shaving. They found it inconvenient and costly to have to purchase multiple brand-name blades each month. This conversation resulted in the concept for a subscription-based service. Consumers who become members of DSC are mailed razor blades for as little as \$1 per month.

The razor blade market is an example of monopolistic competition. The market is relatively easy to enter because the products are low tech, low cost, and easy to manufacture. Still, it is dominated by a few major brands, most notably Gillette and Schick. Gillette has 60 percent of the retail market. This meant that in order to compete against Gillette, DSC had to find a way to differentiate its product offering from rivals'. For DSC, the answer was not so much in the razor blade, but in the convenience and price savings offered to the consumer. Customers are paying for the service of having razor blades delivered to their door without the hassle or expense of purchasing them in a store. It also differentiates its business through its promotional techniques, most notably its humorously crafted, low-cost videos released on YouTube.

Gillette has taken notice. It has created its own shave club where consumers can order online. Other online competitors to DSC have also cropped up, including 800Razors LLC and Harry's Razor Co. For DSC to compete effectively, it is looking for further ways to "own the men's bathroom" with innovative products that meet customer needs. In 2016 Unilever purchased DSC for \$1 billion.¹

Introduction

We begin our study of business in this chapter by examining the fundamentals of business and economics. First, we introduce the nature of business, including its goals, activities, and participants. Next, we describe the basics of economics and apply them to the U.S. economy. Finally, we establish a framework for studying business in this text.

The Nature of Business

A **business** tries to earn a profit by providing products that satisfy people's needs. The outcomes of its efforts are **products** that have both tangible and intangible characteristics that provide satisfaction and benefits. When you purchase a product, you are buying the benefits and satisfaction you think the product will provide. A Subway sandwich, for example, may be purchased to satisfy hunger, while a Honda Accord may be purchased to satisfy the need for transportation and the desire to present a certain image.

Most people associate the word *product* with tangible goods—an automobile, smartphone, coat, or some other tangible item. However, a product can also be a service, which occurs when people or machines provide or process something of value to customers. Dry cleaning, a checkup by a doctor, a movie or sports event—these are examples of services. Some services, such as Instagram, a mobile photo management and sharing application, do not charge a fee for use but obtain revenue from ads on their sites. A product can also be an idea. Accountants and attorneys, for example, generate ideas for solving problems.

The Goal of Business

The primary goal of all businesses is to earn a **profit**, the difference between what it costs to make and sell a product and what a customer pays for it. If a company spends \$8.00 to manufacture, finance, promote, and distribute a product that it sells for \$10.00, the business earns a profit of \$2.00 on each product sold. Businesses have the right to keep and use their profits as they choose—within legal limits—because profit is the reward for the risks they take in providing products. Earning profits contributes to society by creating resources that support our social institutions and government. Businesses that create profits, pay taxes, and create jobs are the foundation of our economy. In addition, profits must be earned in a responsible manner. Not all organizations are businesses, however. **Nonprofit organizations**—such as National Public Radio (NPR), Habitat for Humanity, and other charities and social causes—do not have the fundamental purpose of earning profits, although they may provide goods or services and engage in fund raising. They also utilize skills related to management, marketing, and finance. Profits earned by businesses support nonprofit organizations through donations from employees.

To earn a profit, a person or organization needs management skills to plan, organize, and control the activities of the business and to find and develop employees so that it can make products consumers will buy. A business also needs marketing expertise to learn what products consumers need and want and to develop, manufacture, price, promote, and distribute those products. Additionally, a business needs financial resources and skills to fund, maintain, and expand its operations. Other challenges for businesspeople include abiding by laws and government regulations; acting in an ethical and socially responsible manner; and adapting to economic, technological, political, and social changes. Even nonprofit organizations engage in management, marketing, and finance activities to help reach their goals.



Define basic concepts such as business, product, and profit.

business

individuals or organizations who try to earn a profit by providing products that satisfy people's needs.

product

a good or service with tangible and intangible characteristics that provide satisfaction and benefits.

profit

the difference between what it costs to make and sell a product and what a customer pays for it.

nonprofit organizations organizations that may provide goods or services but do not have the fundamental purpose of earning profits.

To achieve and maintain profitability, businesses have found that they must produce quality products, operate efficiently, and be socially responsible and ethical in dealing with customers, employees, investors, government regulators, and the community. Because these groups have a stake in the success and outcomes of a business, they are sometimes called stakeholders. Many businesses, for example, are concerned about how the production and distribution of their products affect the environment. New fuel requirements are forcing automakers to invest in smaller, lightweight cars. During times of low fuel prices, consumers tend to prefer bigger SUVs and trucks, putting more of a strain on automakers to meet environmental requirements as well as consumer demands.² Others are concerned with promoting science, engineering, and mathematics careers among women. Traditionally, these careers have been male dominated. The



Sustainability is a growing concern among both consumers and businesses. Walmart has invested in solar panels at some of its stores to decrease its energy usage.

© Thomas Cooper/Stringer/Getty Images

Association for Women in Science focuses on helping women reach their full potential in these underrepresented fields.³ Other companies, such as Home Depot, have a long history of supporting natural disaster victims, relief efforts, and recovery.

The People and Activities of Business

Figure 1-1 shows the people and activities involved in business. At the center of the figure are owners, employees, and customers; the outer circle includes the primary business activities—management, marketing, and finance. Owners have to put up resources money or credit—to start a business. Employees are responsible for the work that goes on within a business. Owners can manage the business themselves or hire employees to accomplish this task. The president and CEO of Procter & Gamble, David S. Taylor, does not own P&G but is an employee who is responsible for managing all the other employees in a way that earns a profit for investors, who are the real owners. Finally, and most importantly, a business's major role is to satisfy the customers who buy its goods or services. Note also that people and forces beyond an organization's control such as legal and regulatory forces, the economy, competition, technology, the political environment, and ethical and social concerns—all have an impact on the daily operations of businesses. You will learn more about these participants in business activities throughout this book. Next, we will examine the major activities of business.

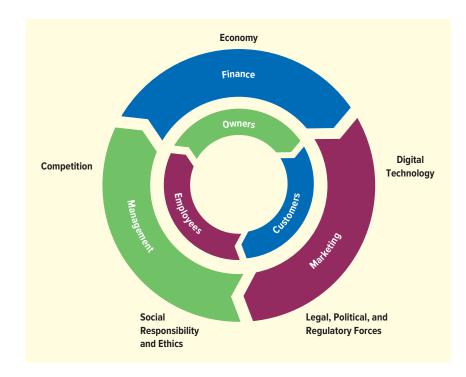
Management. Notice that in Figure 1-1, management and employees are in the same segment of the circle. This is because management involves developing plans, coordinating employees' actions to achieve the firm's goals, organizing people to work efficiently, and motivating them to achieve the business's goals. Management involves the functions of planning, organizing, leading, and controlling. Effective managers who are skilled in these functions display effective leadership, decision making, and implementation of work tasks. Management is also concerned with acquiring, developing, and using resources (including people) effectively and efficiently. For instance, managers at Hewlett-Packard made the strategic decision to split into two companies. Years of declining sales and corporate scandals convinced them that the firm needed to be smaller and more flexible to compete.⁴

stakeholders

groups that have a stake in the success and outcomes of a business.



Identify the main participants and activities of business and explain why studying business is important.





Operations is another element of management. Managers must oversee the firm's operations to ensure that resources are successfully transformed into goods and services. Although most people associate operations with the development of goods, operations management applies just as strongly to services. Managers at the Ritz-Carlton, for instance, are concerned with transforming resources such as employee actions and hotel amenities into a quality customer service experience. In essence, managers plan, organize, staff, and control the tasks required to carry out the work of the company or nonprofit organization. We take a closer look at management activities in Parts 3 and 4 of this text.

Marketing. Marketing and consumers are in the same segment of Figure 1-1 because the focus of all marketing activities is satisfying customers. Marketing includes all the activities designed to provide goods and services that satisfy consumers' needs and wants. Marketers gather information and conduct research to determine what customers want. Using information gathered from marketing research, marketers plan and develop products and make decisions about how much to charge for their products and when and where to make them available. They also analyze the marketing environment to see if products need to be modified. Marketing focuses on the four P's-product, price, place (or distribution), and promotion-also known as the marketing mix. Product management involves such key management decisions as product adoption or deletion, branding, and product positioning. Selecting the right price for the product is essential to the organization as it relates directly to profitability. Distribution is an important management concern because it involves making sure products are available to consumers in the right place at the right time. Marketers use promotion-advertising, personal selling, sales promotion (coupons, games, sweepstakes, movie tie-ins), and publicity-to communicate the benefits and advantages of their products to consumers and increase sales. We will examine marketing activities in Part 5 of this text.



The Aflac duck ad uses humor in its advertising to promote the insurance company.

© Chance Yeh/Contributor/Getty Images

Finance. Owners and finance are in the same part of Figure 1-1 because, although management and marketing have to deal with financial considerations, it is the primary responsibility of the owners to provide financial resources for the operation of the business. Moreover, the owners have the most to lose if the business fails to make a profit. Finance refers to all activities concerned with obtaining money and using it effectively. People who work as accountants, stockbrokers, investment advisors, or bankers are all part of the financial world. Owners sometimes have to borrow money from banks to get started or attract additional investors who become partners or stockholders. Owners of small businesses in particular often rely on bank loans for funding. Part 6 of this text discusses financial management.

Why Study Business?

Studying business can help you develop skills and acquire knowledge to prepare for your future career, regardless of whether you plan to work for a multinational *Fortune* 500 firm, start your own business, work for a government agency, or manage or volunteer at a nonprofit organization. The field of business offers a variety of interesting and challenging career opportunities throughout the world, such as marketing, human resources management, information technology, finance, production and operations, wholesaling and retailing, and many more.

Studying business can also help you better understand the many business activities that are necessary to provide satisfying goods and services—and that these activities carry a price tag. For example, if you buy a new DVD or Blu-ray disc, about half of the price goes toward activities related to distribution and the retailer's expenses and profit margins. The production (pressing) of the disc represents about \$1, or a small percentage of its price. Most businesses charge a reasonable price for their products to ensure that they cover their production costs, pay their employees, provide their owners with a return on their investment, and perhaps give something back to their local communities and societies. Bill Daniels founded Cablevision, building his first cable TV system in Casper, Wyoming, in 1953, and is now considered "the father of cable

television." Prior to Daniels' passing in 2000, he had established a foundation that currently has funding significantly over \$1 billion and supports a diversity of causes from education to business ethics. During his career, Daniels created the Young Americans Bank, where children could create bank accounts and learn about financial responsibility, and this remains the world's only charter bank for young people. He named the Daniels College of Business through a donation of \$20 million to the University of Denver. During his life, he affected many individuals and organizations, and his business success has allowed his legacy to be one of giving and impacting communities throughout the United States.⁵ Most of the profits he earned in business continue to support nonprofit organizations and society. Thus, learning about business can help you become a well-informed consumer and member of society.

Business activities help generate the profits that are essential not only to individual businesses and local economies but also to the health of the global economy. Without profits, businesses find it difficult, if not impossible, to buy more raw materials, hire more employees, attract more capital, and create additional products that in turn make more profits and fuel the world economy. Understanding how our free-enterprise economic system allocates resources and provides incentives for industry and the workplace is important to everyone.

The Economic Foundations of Business

To continue our introduction to business, it is useful to explore the economic environment in which business is conducted. In this section, we examine economic systems, the free-enterprise system, the concepts of supply and demand, and the role of competition. These concepts play important roles in determining how businesses operate in a particular society.

Economics is the study of how resources are distributed for the production of goods and services within a social system. You are already familiar with the types of resources available. Land, forests, minerals, water, and other things that are not made by people are **natural resources**. Human resources, or labor, refer to the physical and mental abilities that people use to produce goods and services. Financial resources, or capital, are the funds used to acquire the natural and human resources needed to provide products. These resources are related to the *factors of production*, consisting of land, labor, capital, and enterprise used to produce goods and services. The firm can also have intangible resources such as a good reputation for quality products or being socially responsible. The goal is to turn the factors of production and intangible resources into a competitive advantage.

Economic Systems

An economic system describes how a particular society distributes its resources to produce goods and services. A central issue of economics is how to fulfill an unlimited demand for goods and services in a world with a limited supply of resources. Different economic systems attempt to resolve this central issue in numerous ways, as we shall see.

Although economic systems handle the distribution of resources in different ways, all economic systems must address three important issues:

- 1. What goods and services, and how much of each, will satisfy consumers' needs?
- 2. How will goods and services be produced, who will produce them, and with what resources will they be produced?
- 3. How are the goods and services to be distributed to consumers?



compare the four types of economic systems.

economics

the study of how resources are distributed for the production of goods and services within a social system.

natural resources

land, forests, minerals, water, and other things that are not made by people.

human resources

the physical and mental abilities that people use to produce goods and services; also called labor.

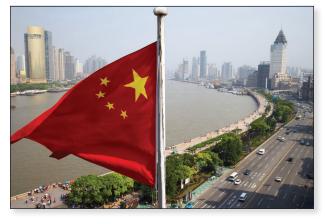
financial resources (capital)

the funds used to acquire the natural and human resources needed to provide products; also called capital.

economic system

a description of how a particular society distributes its resources to produce goods and services. Communism, socialism, and capitalism, the basic economic systems found in the world today (Table 1-1), have fundamental differences in the way they address these issues. The factors of production in command economies are controlled by government planning. In many cases, the government owns or controls the production of goods and services. Communism and socialism are, therefore, considered command economies.

Communism. Karl Marx (1818–1883) first described **communism** as a society in which the people, without regard to class, own all the nation's resources. In his ideal political-economic system, everyone contributes according to ability and receives benefits according to need. In a communist economy, the people (through the government) own and operate all businesses and factors of production. Central government planning determines what goods and services



China has a communist economic system and is one of the largest economies in the world.

© Blend Images LLC

first described by Karl Marx as a society in which the people, without regard to class, own all the nation's resources.

satisfy citizens' needs, how the goods and services are produced, and how they are distributed. However, no true communist economy exists today that satisfies Marx's ideal.

	Communism	Socialism	Capitalism
Business ownership	Most businesses are owned and operated by the government.	The government owns and operates some major industries; individuals own small businesses.	Individuals own and operate all businesses.
Competition	Government controls competition and the economy.	Restricted in major industries; encouraged in small business.	Encouraged by market forces and government regulations.
Profits	Excess income goes to the government. The government supports social and economic institutions.	Profits earned by small businesses may be reinvested in the business; profits from government-owned industries go to the government.	Individuals and businesses are free to keep profits after paying taxes.
Product availability and price	Consumers have a limited choice of goods and services; prices are usually high.	Consumers have some choice of goods and services; prices are determined by supply and demand.	Consumers have a wide choice of goods and services; prices are determined by supply and demand.
Employment options	Little choice in choosing a career; most people work for government-owned industries or farms.	More choice of careers; many people work in government jobs.	Unlimited choice of careers.

TABLE 1-1

communism

Comparison of Communism, Socialism, and Capitalism