

COURSE SYLLABUS

COURSE TITLE: BUSG 1315.501 Small Business Operations – Mon/ Wed 8-9:15A.M.
PC117

SEMESTER/YEAR: SPRING 2018

INSTRUCTOR: Kasandra Lane

Email: klane@southplainscollege.edu

OFFICE HOURS: by appointment only

COURSE

DESCRIPTION: This course examines unique aspects of managing a small business. Topics address management functions, including how managers plan, exercise leadership, organize and control the operations of a business

COURSE GOALS:

At the successful completion of this class, students will be able to:

- Discuss all aspects of operating a small business.
- Apply leadership and workplace relationship skills important in dealing with customer employee, and supplier issues.
- Know the legal issues of operating a small business.
- Identify successful marketing efforts that will enable a business to succeed.
- Complete a comprehensive business plan that will enable the business to secure adequate financing.

I. TEXT

SMALL BUSINESS MANAGEMENT: Launching & Growing Entrepreneurial Ventures, by Longnecker, Petty, Palich & Hoy. Cengage Learning, 17th edition, 2014
ISBN 978-1-133-94775-2

II. ATTENDANCY POLICY

Everything begins with attendance. When you are absent you cannot participate, listen to classmates, or review for exams. Education is worthwhile, but an expensive investment in yourself; so get your money's worth and show up! Punctual and regular class attendance is required of all students attending South Plains College. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable. Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student will be withdrawn from the course. In addition, an instructor is required to initiate a student's administrative withdrawal when the student has missed more than 4 CONSECUTIVE days, YOU WILL BE DROPPED (unless extenuating circumstances prevail).

III. EXAM POLICY

There will be FOUR exams, not including the final. There will be no make-up exams; however, your lowest exam grade will be dropped. The Final Exam is required and cannot be dropped. Exam format will be announced.

IV. GRADING POLICY

| Requirement | Percent of Grade |
|----------------------------|------------------|
| Cases/Mini Projects | 30% |
| Chapter Exercises | 10% |
| Participation/Attendance | 10% |
| Exams | 30% |
| Final Exam (comprehensive) | 20% |

| Percent Equivalent | Grade |
|--------------------|-------|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 60 | F |

- *Cases*: During the duration of this secession you will be assigned cases that you must use critical thinking to complete. Each case will have 3-5 questions that you must respond to in paragraph format in order to receive full credit. (Meaning your responses must be 3-5 sentences minimum per question)
- *Mini Projects*: These will be assigned prior to exams to help review for your exam. More information will be given prior to them being assigned. These will help you gain a better real life application to the material.
- *Exercises*: Each week you will have multiple exercises that will be based on your knowledge of the chapter(s) we are covering.
- *Participation/Attendance*: In order to receive full credit you will need to be present in each class, as well as, participate in discussions during class.
- *Examinations*: the purpose of each exam will be to test the knowledge and understanding of the particular unit or units listed in the schedule.
- Grades will be based on students' preparation and performance in class assignments, discussions, quizzes, participation/attendance, exams, and each mini project.

V. OTHER INFORMATION

1. Please turn off your cell phones upon entering the classroom.
2. Be respectful of others.
3. Contribute to classroom discussion without monopolizing. Give everyone a chance to participate.
4. Swearing in the classroom will not be tolerated. Stretch your vocabulary by using proper language to express yourself.
5. Please review your Student Guide. Especially sections: Classroom Conduct, Cheating and Plagiarism, and Disruptions.

VI. SMOKING POLICY

LISD policy prohibits smoking outside the building at all times. South Plains College is a tenant of LISD at the Advanced Technology Center; therefore, we must follow LISD policy when it comes to this matter. Thank you

CAMPUS GUIDELINES - CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.
2. **Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
3. **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

AMERICANS WITH DISABILITIES ACT STATEMENT

“Students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in rooms 809 and 811, Reese Center Building 8, 806-716-4675.

TENATIVE SCHEDULE

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| 1 <i>Wednesday</i> <i>Jan 17</i> | <u>Introduction to BUSG 1315 Small Business Operations</u> Go over syllabus and tentative schedule Introduce Blackboard |
| 2 <i>Monday</i> <i>Jan 22</i> | <u>Unit 1</u> Discuss Ch. 1 |
| 3 <i>Wednesday</i> <i>Jan 24</i> | <u>Unit 2</u> Discuss Ch. 2 |
| 4 <i>Monday</i> <i>Jan 29</i> | <u>Unit 2</u> Discuss Ch. 3 |
| 5 <i>Wednesday</i> <i>Jan 31</i> | <u>Unit 2 Continued</u> Complete Ch. 3 Review |
| 6 <i>Monday</i> <i>Feb 5</i> | <u>Unit Exam 1</u> <u>Covering Chapters 1-3</u> |
| 7 <i>Wednesday</i> <i>Feb 7</i> | <u>Unit 2 Continued</u> Discuss Ch. 4 |
| 8 <i>Monday</i> <i>Feb 12</i> | <u>Unit 2 Continued</u> Discuss Ch. 5 |
| 9 <i>Wednesday</i> <i>Feb 14</i> | <u>Unit 3</u> Discuss Ch. 6/7 Review over Ch 4-7/ Assign Mini Projects |
| 10 <i>Monday</i> <i>Feb 19</i> | <u>Mini Project Presentations</u> |
| 11 <i>Wednesday</i> | <u>Mini Project Presentations Day 2</u> |

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| <i>Feb 21</i> | |
| <i>12 Monday Feb 26</i> | <u>Unit Exam 2</u> |
| <i>13 Wednesday Feb 28</i> | <u>Covering Chapters- 4-7</u> |
| <i>14 Wednesday Feb 28</i> | <u>Unit 3 Continued</u> Discuss Ch 12 |
| <i>14 Monday Mar 5</i> | <u>Unit 4</u> Discuss Ch. 14 |
| <i>15 Wednesday Mar 7</i> | <u>Unit 4 Continued</u> Discuss Ch 16 |
| <i>16 Monday Mar 12</i> | <u>SPRING BREAK</u> |
| <i>17 Wednesday Mar 14</i> | <u>SPRING BREAK</u> |
| <i>18 Monday Mar 19</i> | <u>Unit 4 Continued</u> Discuss Ch 17 Review Ch 12,14,16,17/ Assign Mini Projects |
| <i>19 Wednesday Mar 21</i> | <u>Mini Project Presentations</u> |
| <i>20 Monday Mar 26</i> | <u>Mini Project Presentations Day 2</u> |
| <i>21 Wednesday Mar 28</i> | <u>Unit Exam 3</u> |
| <i>27 Monday Apr 2</i> | <u>Covering Chapters 12,14,16-17</u> <u>Easter Holiday</u> |
| <i>28 Wednesday Apr 4</i> | <u>Unit 5</u> Discuss Ch 19 |
| <i>29 Monday Apr 9</i> | <u>Unit 5 Continued</u> Begin Ch 20 |
| <i>30 Wednesday Apr 11</i> | <u>Unit 5 Continued</u> Begin Ch 21 |
| <i>31 Monday</i> | <u>Unit 5 Continued</u> Begin Ch 23 |

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| <i>Apr 16</i> | Review Ch 19-21,23/ Assign Mini Projects |
| <i>32 Wednesday Apr18</i> | <u>Mini Project Presentations</u> |
| <i>33 Monday Apr 23</i> | <u>Mini Project Presentation Day 2</u> |
| <i>34 Wednesday Apr 25</i> | <u>Unit Exam 4</u> <u>Covering Chapters 19-20,23</u> |
| <i>35 Monday Apr 30</i> | <u>Review for Final</u> |
| <i>36 Wednesday May 2</i> | <u>Review for Final</u> |
| <i>37 FINALS WEEK</i> | <u>Final Exam</u> |