COURSE INFORMATION:
Course Title: Small Business Management
Course Number: MGTPT 205
Section: 01
Credit Hours: 3
Semester: Spring 2015
Class Times: T & TH, 10:00am to 11:45am
Prerequisites: None

INSTRUCTOR INFORMATION:
Instructor: Jimmy Bowen, M. Ed.
Title: Professor of Business Management
Email: jbowen@lcsc.edu
Office Location: Sam Glenn Complex, Room 227A
Office Hours: M & W, 8:00am to 9:45
Phone #: 208.792.2893 w/voice mail
Fax: 208.792.2856

COURSE DESCRIPTION:
The intent of this course is to present students with the necessary steps to establishing their own business. Successful students will learn how to initiate and manage the business enterprise from the business owner perspective. Main emphases include: business objectives, reasons for business failures and successes, challenges of new businesses, location, facilities, staffing, planning and financing. Course assignments and learning activities will be related to local and regional business operations.

EXPECTED LEARNING OUTCOMES:
Upon successful completion of this course, the student be able to discuss and perform the following:
- Define entrepreneurship
- Discuss the challenges related to entrepreneurship
- Recognize the personal qualities and skills needed to be a successful entrepreneur
- Identify sources of technical assistance
- Compare, contrast, and choose between the types of business ownership
- Identify, prepare, and analyze the major components of a business plan
- Compare methods and sources of financing a new business
- The steps needed to establish a business
- Present a developed business plan with intent of securing financing
- The challenges of daily operations of a business
- Decision making in response to market and business dynamics

GENERAL INFORMATION:
Communication - Every effective relationship has effective communication. Students are encouraged to remember this as we make our way through the semester. This instructor is very dedicated to students' successful completion of this course as well as their overall education. Let me help you. If we talk about situations that could possibly affect your grade before they become too major, they can usually be easily resolved. However, it must be noted that this communication is mostly
the student’s responsibility as it is her/his grade and education. Completion of all assignments and class requirements are the student’s responsibility.

The student is responsible for reading and becoming familiar with all the chapter materials before the class discussion on the same material. Students are encouraged to ask questions for further discussion or clarification. They are also encouraged to respectfully and intelligently disagree with the instructor. This will also further understanding through more thought and discussion. Remember, there is more than one way to view things just as there is more than one formula to being successful.

Email Communications - E-mail is a requirement for this class as there is a lot of communication through e-mail. In accordance with LCSC policy, the only email address that is to be used is the one officially given by the LCSC Information Technology department. All students registered for classes are automatically given an email address. This system does offer a forwarding feature to have email automatically sent to another email account. For more information about LC’s email system you can go to the Information Technology office downstairs in Sam Glenn Complex. The instructor is not responsible for students not reading email communications and/or students not managing their email accounts.

Due Dates - All assignments are due on the scheduled due date. Assignments submitted after the due date may be denied by the instructor, are subject to a penalty of credit given, and subject to the instructor giving a substitute assignment. TESTS are expected to be taken at the scheduled times. Late tests will not be allowed without the instructor's prior approval.

Verbally Given Assignments - Any and all orally assigned learning tasks given by the instructor are just as valid as assignments given in writing. It is the student's responsibility to clarify any misunderstanding with the instructor, preferably during class.

Changes and/or Announcements - Though a lot of thought and preparation has been put into the semester’s planning, things don’t always work out as planned. For this reason, the instructor has the right to adjust grade factors and percentages. This will always be done with the class’s input and consideration.

Availability to the Internet and an e-mail is a requirement for this class. Pursuant to campus policy, all official electronic messaging will be done utilizing the LC email system; this includes sending and receiving. All students registered are automatically given an email address. For more information about LCSC’s email system you can go to the Information Technology office and/or web site.

METHODS OF INSTRUCTION:

Open lectures, group discussions, online discussions, group projects, role-plays and simulations will all be used to present students with skills and attitudes necessary to develop necessary supervision skills. Students are responsible for completion of all assignments and participation of projects and simulations.

Students are encouraged to ask questions for further discussion or clarification. They are also encouraged to respectfully and intelligently disagree with the instructor. This will also further understanding through more thought and discussion. Remember, there is more than one way to view things just as there is more than one formula to being successful.

- **Chapter Quizzes** are assigned for each chapter.
  - Chapter Tests are due by midnight Monday following the week in which the chapter is assigned on the Course Outline.
  - Tests are to be submitted via the online form provided only. This method records the submitted answers and other pertinent information related to your submission. Click on "Submit Tests" option under the "Learning Tasks" heading.
  - Tests submitted later than midnight will not be graded and, therefore, will receive no credit. No exceptions.
- **Online Discussions** will be used periodically. The intent is to give students an opportunity to share outside the confines of the classroom. Also, students will be able to help each other with course content during the week in between classes. The standard schedule of participation is as follows:
approaches to learning. The Learning Resource Center, located in Sam Glenn Complex 218A, provides a computer lab and tutoring services for students in professional-technical programs. The 13 computers are loaded with software used for your coursework including: Photoshop, Quickbooks, Transcription, Dragon, Microsoft Office, Virtual Business Suite, and many other programs.

METHODS OF EVALUATION:

This course is designed with the intent that all projects, tasks, etc. are completed by the student before the student receives a passing grade. Failure of the student to complete all assignments may constitute a failing grade even if the existing grades calculate to a passing level. A student completing one choice of specified options constitutes completion.

Individual's final grade will be based upon the following factors:

- 15% - Assigned Learning Tasks
- 25% - Chapter Quizzes
- 10% - Mid-Term Exams
- 15% - Computer Simulation Assignments
- 15% - Snack Shack Management Activities
- 10% - Business Plan
- 10% - Work Ethic & Participation

The following grading scale will be used to calculate final grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92% - 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90% - 91%</td>
</tr>
<tr>
<td>B+</td>
<td>86% - 89%</td>
</tr>
<tr>
<td>B</td>
<td>82% - 85%</td>
</tr>
<tr>
<td>B-</td>
<td>80% - 81%</td>
</tr>
<tr>
<td>C+</td>
<td>76% - 79%</td>
</tr>
<tr>
<td>C</td>
<td>72% - 75%</td>
</tr>
<tr>
<td>C-</td>
<td>70% - 71%</td>
</tr>
<tr>
<td>F</td>
<td>less than 70%</td>
</tr>
</tbody>
</table>

LEARNING RESOURCE CENTER:

The Learning Resource Center, located in Sam Glenn Complex 218A, provides a computer lab and tutoring services for students in professional-technical programs. The 13 computers are loaded with software used for your coursework including: Photoshop, Quickbooks, Transcription, Dragon, Microsoft Office, Virtual Business Suite, and many other programs.
specific software. Available for student use is a scanner, 10 pages of free printing each day, a refrigerator, and coffee. You can study at the table, hang out with peers, or work on a computer Monday through Thursday 8:00am to 5:00pm and on Fridays from 8:00am to 3:00. A case manager is available to assist with note taking, time management, and test taking skills and anxiety.

CAMPUS STATEMENTS AND NOTIFICATIONS:

Consumer Information - In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at http://www.lcsc.edu/student-consumer-information/

Disability Accommodations - Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

Student Rights and Responsibilities - Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog (http://webdev.lcsc.edu/catalog and the LCSC Student Handbook (http://www.lcsc.edu/media/1152314/13-14-Student-Handbook-Revised.pdf) for more information.

Accidents/Student Insurance - Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance - Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty - Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members will impose their own policies and sanctions regarding academic dishonesty. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

Illegal File Sharing - Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page (http://www.lcsc.edu/student-affairs/student-code-of-conduct).

Diversity Vision Statement - Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

Disclosures - During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me, such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

BTS Acceptable Use of Technology Statement - Students enrolled in any BTS program or course have the right and privilege to use computer systems and networks as far as that use does not violate guidelines set forth by the college and division. All computer use must comply with the LCSC policy and procedures No. 1.108 and the Appropriate Use of Technology Guidelines found at www.lcsc.edu/it/Policy__&_Procedures/LCSCFY2002AppropriateUse.htm. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.
## TENTATIVE COURSE OUTLINE:

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATES</th>
<th>TOPIC</th>
<th>ASSIGNMENT(S) DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/20 – 1/25</td>
<td>Class Introductions and Expectations &amp; Entrepreneurship Opportunities</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1/26 – 2/1</td>
<td>Introduction to Entrepreneurship</td>
<td>Chapter 1 Study Guide</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapter 2 Study Guide</td>
</tr>
<tr>
<td>3</td>
<td>2/2 – 2/8</td>
<td>Individuals and Small Business Start-Ups</td>
<td>Chapter 3 Study Guide</td>
</tr>
<tr>
<td>4</td>
<td>2/9 – 2/15</td>
<td>Business Idea Generation and Initial Evaluation</td>
<td>Chapter 4 Study Guide</td>
</tr>
<tr>
<td>5</td>
<td>2/16 – 2/22</td>
<td>External Analysis</td>
<td>Chapter 5 Study Guide</td>
</tr>
<tr>
<td>6</td>
<td>2/23 – 3/1</td>
<td>Business Mission and Strategy</td>
<td>Chapter 6 Study Guide</td>
</tr>
<tr>
<td>7</td>
<td>3/2 – 3/8</td>
<td>Analyzing Cash Flow and Other Financial Information</td>
<td>Chapter 7 Study Guide</td>
</tr>
<tr>
<td>8</td>
<td>3/9 – 3/15</td>
<td>Establishing the Legal Foundation</td>
<td>Chapter 8 Study Guide</td>
</tr>
<tr>
<td>9</td>
<td>3/16 – 3/22</td>
<td>Establishing Operations</td>
<td>Chapter 9 Study Guide</td>
</tr>
<tr>
<td>10</td>
<td>3/23 – 3/29</td>
<td>Financing and Accounting</td>
<td>Chapter 10 Study Guide</td>
</tr>
<tr>
<td></td>
<td>3/30 – 4/5</td>
<td>SPRING BREAK – No Classes</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>4/6 – 4/12</td>
<td>Human Resource Management</td>
<td>Chapter 11 Study Guide</td>
</tr>
<tr>
<td>13</td>
<td>4/20 – 4/26</td>
<td>Exit/Harvest/Turnaround</td>
<td>Chapter 13 Study Guide</td>
</tr>
<tr>
<td>14</td>
<td>4/27 – 5/3</td>
<td>Franchising and Purchasing an Existing Business</td>
<td>Chapter 14 Study Guide</td>
</tr>
<tr>
<td>15</td>
<td>5/4 – 5/10</td>
<td>Presentations &amp; Wrap-Up Activities</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>5/11 – 5/19</td>
<td>Final Period</td>
<td></td>
</tr>
</tbody>
</table>