COURSE SYLLABUS

BA 42B
Small Business Management (Part B)
3 credit hours

Instructor: Gary T. Ward, Ph.D.
Class Meets Tuesday, 6-8:50 pm, room BUS 40
Office Hours: MWF 2 to 2:50 am; TTH 10-11 am; or by appointment; Office BE 48B
Phone: 638-3641, ext 266 (?)

Course Description:

Special problems of small businesses: accounting systems, planning and control, financial analysis, marketing, credit and collection, human relations, and purchasing/inventory control.

Library/Internet Use: Library and/or the Internet will be required for some assignments

Prerequisites: None

Learning Objectives and Outcomes:

1.   Students will be able to evaluate the small business environment and the free enterprise system
2.   Students will be able to understand balance sheets and income statements and how they differ
3.   Students will be able to identify the elements of a marketing plan, cash budget, and inventory control
4.   Students will be able to start and run their own business through a computer business simulation

Learning Methods:

1.   Lecture - guides to shape our learning environment
2.   Class Discussion - free exchange of ideas and experiences
3.   Case Studies – solving problems that face the small business owner
4.   Business Simulation – running a small business

Outcomes Assessment: Students will have achieved course objectives if they complete all exams and the business simulation with a cumulative average grade of C or better.

Required Texts: Small Business Management, Sixth Edition, Nicholas Siropolis, Houghton Mifflin Company

Evaluation and Grading:

	Dates	Weight
Chapter Exams	Various	9 at 50 pts = 450
Mid-term	Mar 7	200 pts
Business Simulation	May 9	300 pts
Final	May 16	200 pts
	Total	1150 pts

Course grades will be based on the total number of points obtained by an individual as a percent of total points possible. Additional points (up to 100) may be awarded at the end of the semester based on class participation. There is no extra credit work. Percentages are as follows: 90-100 A; 80-89 B; 70-79 C; 55-69 D; <55 F.

<u>Policies and Procedures</u>:

Failure to attend class on a regular basis will adversely affect your performance in this course. Plagiarism of any kind may result in a grade of "F" for the course. An absence without first notifying the instructor PRIOR TO THE ABSENCE constitutes an UNAUTHORIZED absence. THERE ARE NO MAKE-UP ASSIGNMENTS OR EXAMS FOR ANY UNAUTHORIZED ABSENCES. Last day to drop a course at Reedley College is Friday, March 10, 2000.

If a student notifies the instructor PRIOR to an exam and will not be able to take the exam at the scheduled date and time, arrangements for the student to take the exam at another date/time will be made. <u>Required reading should be completed before the corresponding lecture/discussion</u>. All grades are final unless an error in math has been made by the instructor. The instructor reserves the right to adjust the course outline, scoring, grading, and content as needed.

COURSE OUTLINE

Week 1   Jan 11 Introduction, Syllabus
Assignment: Read Chapter 11

Week 2   Jan 18 Chapter 11; Case Studies
Assignment: Read Chapter 13

Week 3   Jan 25 Exam Chapter 11
Chapter 13
Assignment: Read Simulation

Week 4   Feb 1 Exam Chapter 13
Simulation; Teams
Assignment: Read Chapter 12

Week 5   Feb 8 Chapter 12
Sim Period 1 due
Assignment: Read Chapter 14

Week 6   Feb 15 Exam Chapter 12
Chapter 14
Sim Period 2 due
Assignment: Read Chapter 15

Week 7   Feb 22 Exam Chapter 14
Chapter 15
Sim Period 3 due
Assignment: Read Chapter 16

Week 8   Feb 29 Exam Chapter 15
Chapter 16
Sim Period 4 due
Assignment: Study for Mid-term

Week 9   Mar 7 Mid-term Exam (Chap 11-16)
Sim Period 5 due
Assignment: None

Week 10   Mar 14 Review of Simulation thus far
Sim Period 6 due
Assignment: Read Chapter 17

Week 11   Mar 21 Chapter 17
Sim Period 7 due
Assignment: Read Chapter 18

Week 12   Mar 28 Exam Chapter 17
Chapter 18
Sim Period 8 due
Assignment: Read Chapter 19

Week 13   Apr 4 Exam Chapter 18
Chapter 19
Sim Period 9 due
Assignment: Read Chapter 20

Week 14   Apr 11 Exam Chapter 19
Review of Simulation thus far
Sim Period 10 due
Assignment: None

Week 15   **Spring Break**

Week 16   Apr 25 Chapter 20
Sim Period 11 due
Assignment: None

Week 17   May 2 Exam Chapter 20
Sim Period 12 due
Assignment: None

Week 18   May 9 Review Simulation
Assignment: Review for Final

Week 19   **Final**
Tuesday, May 16
6-8 pm