

BA 38: Operation of the Small Business | Course Syllabus

Reedley College

Course: BA-38-55017-2019 FA

Operation of the Small Business Fall 2019

Instructor: Dr. Sarah Maokosy

Email: sarah.maokosy@reedleycollege.edu

Meeting times: M,W, F 1-1:50 PM

Classroom: Bus 40

Required Reading

Text: [The E-Myth Revisited: Why Most Small Businesses Don't Work and What to Do About It](#)

Important Dates:

- **August 12-** Start of Fall 2019 Semester
- **August 23-** Last day to drop a Fall 2019 full-term class for full refund
- **August 30-** Last day to register for a Fall 2019 full-term class in person, Last day to drop a Fall 2019 full-term class to avoid a “W” in person
- **September 2-** Last day to drop a Fall 2019 full-term class to avoid a “W” on WebAdvisor, Labor Day Holiday (no classes held, campus closed)
- **September 13-** Last day to change a Fall 2019 class to/from Pass/No-Pass grading basis
- **October 11-** Last day to drop a full-term class (letter grades assigned after this date)
- **November 11-** Veterans Day observed (no classes held, campus open)
- **November 28-29-** Thanksgiving holiday (no classes held; campus closed)
- **December 9-13-** Fall 2019 final exams week
- **December 13-** End of Fall 2019 semester

Learning Objectives:

In the process of completing this course, students will:

- evaluate the small business environment in the United States.
- contrast and compare small businesses to large corporations.
- identify the elements of a small business and demonstrate how they interact with each other.

BA 38: Operation of the Small Business | Course Syllabus

Reedley College

- D. develop financing sources for new business ventures.
- E. identify, define, describe, and analyze common business financial statements.
- F. apply planning and control tools to the small business environment.
- G. setup and organize basic marketing research techniques and apply marketing concepts to the small business venture.
- H. analyze and examine the importance of the business plan in the successful development of new business ventures.

Learning Outcomes:

Upon completion of this course, students will be able to:

- A. evaluate barriers to entry as they affect small business success in the marketplace.
- B. delineate the differences between small business and large corporations by appraising their different approaches to financing, distribution, and marketing.
- C. understand the main elements/functions of a small business.
- D. examine and analyze startup costs and funding mechanisms for new business venture development.
- E. solve breakeven analyses, revenue, and production computational problems by analyzing financial statements, examining production scheduling, and making business decisions in a business simulation.
- F. determine appropriate cash supply/flows and plan the procedures used in controlling cash flow in a small business.
- G. appraise marketing techniques and apply market research and market outreach procedures.
- H. understand the importance of a business plan to secure funding.

Prerequisites

- Advisory - Eligibility for ENGL 125 Writing Skills for College
- Advisory - Eligibility for ENGL 126 Reading Skills for College
- Advisory - Eligibility for MATH 101

BA 38: Operation of the Small Business | Course Syllabus

Reedley College

Course Outline:

Week 1- Business Idea & Business Plan Overview
Week 2- Chapter 1 & 2- Business Idea
Week 3- Chapter 3- Cover Page & Table of Contents
Week 4- Chapter 4 & 5- Executive Summary
Week 5- Chapter 6
Week 6- Chapter 7- Claritas Prizm
Week 7- Chapter 8
Week 8- Chapter 9- Marketing Plan
Week 9- Chapter 10 & 11- Business Plan Midterm
Week 10- Chapter 12- Advertising Plan with Calendar
Week 11- Chapter 13- Competitor Analysis
Week 12- Chapter 14- Location Analysis
Week 13- Chapter 15- List of Trade Associations
Week 14- Chapter 16- List of Licenses and Permits
Week 15- Chapter 17- Financials and Financing Plan
Week 16- Chapter 18- Personnel Plan
Week 17- Chapter 19, Epilogue, & Afterword- Major Obstacles
Week 18- Final Business Plan and Elevator Pitch

Learning Methods & Course Activities:

- Lectures based on textbook materials
- Required readings and class discussions
- Problem solving
- Internet Research

Course Activities & Evaluations:

Earned Percentage of Possible Points - Grade:

| | | | |
|-----------------------------|-----|-----------|---|
| Participation | 25% | 90 - 100% | A |
| Assignments | 25% | 80 - 89% | B |
| Midterm | 25% | 70 - 79% | C |
| Final-Business Plan & Pitch | 25% | 60 - 69% | D |
| | | < 60% | F |

Policies

Late Work

Late work will **NOT** be accepted.

BA 38: Operation of the Small Business | Course Syllabus

Reedley College

Accommodations for Students with Disabilities

If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me AND the **DSPS office - ext 3332** as soon as possible.

Please see the Reedley College catalog for clarification of issues and additional guidelines.

Internet and E-mail access

- Access to broadband Internet is required. If you do not have an Internet connection, you may use the resources in the Reedley College Library or at other computer labs on campus.

- **An email address is required for all students.**

If you do not already have one, please either obtain an email address through the RC Library – or any one of the many free email services out there (Gmail, Yahoo, etc.).

- Make sure your e-mail address is updated in the Canvas system. I use Canvas to send out information for the course including opportunities for extra credit and reminders about large assignments.
- Please note: I teach multiple courses (and multiple sections of some courses) so I have some rather strict rules about email. They are as follows:
 1. *Use the subject line correctly. If your e-mail does not have the required information in the subject line, your email will not be read. Each e-mail you send to me must include the following subject line:
Course number, your first and last name, and the subject
For example, if I was a student in BA 39 (Finite Math), the subject line on my email would be as follows: BA 39 Sarah Maokosy Question about homework
 2. Use the spell and grammar checker.
 - a. Your e-mail messages represent you. Be accurate and be professional.

BA 38: Operation of the Small Business | Course Syllabus

Reedley College

3. Use proper grammar.
 - a. Make a habit of constantly improving the way you communicate.
4. Do not type in all capital letters. This is the same as yelling.

Please remember that you are in training for your professional career. One of the best places to start practicing is in this class.

Canvas

ALL assignments are to be turned in via Canvas.

Assignments e-mailed to the Instructor or submitted on paper will **NOT** be accepted.

The website is: <http://scccd.instructure.com>

- The standard Canvas login is:

Username: Your 7-digit student ID number.

Password: If you have not previously changed your password, it is:

First name initial (upper case) + *last name initial* (lowercase) + *date of birth* (mmdd yy)

Example: John Smith born on July 9th of 1988 Password =Js070988

If you do not know your password and need assistance: (559) 499-6070

Cancelled class notification

If class is cancelled, students will be notified via a Canvas announcement. These announcements will also be e-mailed to your SCCCD e-mail address.

Attendance and Participation

- Your attendance and participation are important. Attendance will be taken at the beginning of each class period for on-campus meetings dates. Online- participation in discussion boards and completion of assignments and quizzes count for your attendance in the course.
- Students missing **six (6)** or more hours may be dropped from the course for non-attendance.

BA 38: Operation of the Small Business | Course Syllabus

Reedley College

- Unless you regularly prepare for and attend class you cannot participate fully in the course. Your success in this course depends on your active participation. In fact, your participation and homework is worth a portion of your grade. There will be no opportunity to make up missed participation points.
- Participation points will be earned for activities such as:
 - Participating in group discussions
 - Participating in group projects
 - Demonstration of skills
 - Oral presentations
 - In class projects and work papers
 - Many other activities
- Students entering or leaving the classroom at times other than the scheduled start/end of class cause a disruption to students and instructors, and it is rude. Class begins on the hour, not 10 minutes past the hour. In an effort to be courteous to your fellow students and the instructor, please make sure that you are in your seat and ready to “get to work” on time. Students who are habitually tardy (3 or more times per term) will be penalized, as will those who leave class early (without making prior arrangements).
- Students attending less than 30 of the normal 50 minutes of class per hour will be counted as absent and subject to the drop policy if 6 or more days are counted as absent. You should be aware that participation points and quiz points are often earned at the beginning or end of the class session and there will be no opportunity to make up those points once they are missed.

Drop Policy:

- If you decide to drop the course, please do not simply stop attending. In order to officially drop a class you must fill out a program change card, available in the Admissions and Records Office. Drop dates are listed in your Reedley College Class Schedule. If you simply stop attending, you will be assigned a letter grade.

BA 38: Operation of the Small Business | Course Syllabus

Reedley College

Student Conduct:

- As stated in your schedule of courses, students are expected to conduct themselves in a responsible manner whenever they are on campus or representing the college in any activity. Board Policy 5410 states the specific rules and regulations and a copy of the policy is available in the college library, the admissions office, Dean of Students & Dean of Instruction offices as well as the student activities office.
- Conduct standards are designed to perpetuate the college's educational purposes, allowing students to enjoy the right of freedom to learn. To that end, students who fail to meet the conduct standards, or who interfere with the rights of freedom to learn of others will be removed from class.

Appropriate Apparel:

- Please be aware that the role of the Business Department is to prepare you for the world of work. We are charged with teaching you about the various functional areas of business as well as appropriate behaviors and attire. To that end, and in order to better serve the entire class, please refrain from wearing inappropriate apparel to class – including, but not limited to, excessively low-cut clothing and low-riding pants. Gentlemen will not wear hats indoors and no one will wear sunglasses unless they have a medical directive stating the sunglasses are necessary for medicinal purposes.

Cell Phone Use:

- If you carry a cell phone or pager, please turn the ringer off or to vibrate so the rest of the class is not disrupted by a ring or beep. If your cell phone/pager rings, beeps or makes any other audible sounds in class, you can expect to lose your points for the day – impacting your attendance/participation credit. If you are penalized more than once for a cell phone “violation,” you can expect to be asked to leave the class. A ringing cell phone or pager may also initiate a pop quiz for the entire class.

BA 38: Operation of the Small Business | Course Syllabus

Reedley College

- Please do not use cell phones or mobile devices to text, play games, or send e-mails during class unless you've been directed to do so by the instructor.

Ethics in the classroom:

- You will notice that we will often discuss ethical issues, as such you should understand that cheating and plagiarism is not acceptable in this class (or any other). All assignments will be checked using Turnitin.com, and plagiarism will earn an automatic 0 for the assignment. More than one incident of plagiarism per student will be cause for being dropped from the course.

THIS SYLLABUS AND THE COURSE ACTIVITIES SCHEDULE ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE INSTRUCTOR.