Midland College Syllabus
Small Business Operations, BUSG1315
3 semester credit hours

Course Description:
This course presents an introduction to operating a small business. The course emphasizes management functions including planning, leading, organizing, staffing, and controlling operations. Students will identify the aspects of operation of a small business, write a business plan, describe human resource functions including employee development. By way of the business plan, students will understand the elements of total quality management of the business including staffing, accounting, credit extension and inventory control.

Prerequisite: None.

Participation Statement
For Online courses, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Text, References, and Supplies:
2. Paper and pencil/pen for note taking.
3. Flash drive.

The following list of course goals will be addressed in the course.

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Purpose and/or sample of real life application</th>
<th>Skills learned in class</th>
<th>Used throughout the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand the importance of a Business Plan</td>
<td>Use of handouts and Internet resources to compile a proper Business Plan</td>
<td>The student will create segments of a business plan weekly using problem solving and critical thinking while working on the business plan</td>
<td>Yes</td>
</tr>
<tr>
<td>Create a Small Business in Theory</td>
<td>Understand all that is involved in starting and funding a small business</td>
<td>Utilizing concepts learned will be able to visualize a small business and create a suitable business plan for the business</td>
<td>Yes</td>
</tr>
<tr>
<td>Planning, Organizing, Staffing and Operation of a Small Business</td>
<td>Prepare the student to be able to profitably operate their Small Business</td>
<td>The student will learn manage time, talents, and adapt management strategies</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Students are to attend class and exhibit professional behavior while in class. **Cell phones are not to be used in class. They should be switched to “silent” while in class.** No food or drink is allowed in computer rooms.

**Textbooks.** A textbook will not be required. With handouts from the Instructor, and guest presenters, students will actually create their own textbook for use when operating their businesses.

**Late work.** Students should contact the instructor if he/she is going to miss class. Homework may be accepted one class period late with an acceptable excuse, solely at the discretion of the instructor.

**Missed exams.** Students are required to make-up any missed exams in the same week the exam was given or as approved by the instructor. Please talk to the instructor to make arrangements.

**Lab.** There is no scheduled lab time for this class. There will be homework assignments that may require the use of a computer and these may be done in the Accounting Lab (room TC170) located at the south end of the Technology building complex. Hours are posted at the lab entrance. Please sign-in when you enter the lab.

**Absences.** If a student does not wish to continue class, the student should go to the Office of Student services at Midland College and drop the class by the date specified in the Midland College Fall 2013 Class Schedule. You will receive an “F” in this course if you do not drop and do not continue to attend class. Midland College policy regarding absences will be applied as stated in the Midland College Catalog & Handbook under the Student Academic Responsibilities section.

**Cheating.** Students are expected to do their own work. Scholastic dishonesty such as cheating, plagiarism, and collusion will result in an “F” in the course. **DO YOUR OWN WORK!**
**Evaluation of Students:**

*Semester grade will be determined according to the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework and class assignments (FDIC below)</td>
<td>60</td>
</tr>
<tr>
<td>Attendance</td>
<td>60</td>
</tr>
<tr>
<td>Semester Project (Business Plan Elements)</td>
<td>475</td>
</tr>
<tr>
<td>Business Plan Assembly</td>
<td>120</td>
</tr>
<tr>
<td>Marketing Project (Commercial)</td>
<td>140</td>
</tr>
<tr>
<td>Business Card Design</td>
<td>140</td>
</tr>
<tr>
<td>3 Progress Quizzes</td>
<td>60</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1155</strong></td>
</tr>
</tbody>
</table>

A = 1039 – 1155

B = 924 - 1038

C = 808 - 923

D = 693 - 807

F = below 806

FDIC modules are assigned as follows:

- Money Matters
- Pay Yourself First
- Keep It Safe
- To Your Credit
- Charge It Right

**Disclaimer:** The Instructor reserves the right to amend this syllabus as necessary.

**Americans With Disabilities Act Statement (ADA):**

The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by any program or activity provided by an institution or entity receiving federal financial assistance. It is this Section 504 mandate that has promoted the development of disability support service programs in colleges and universities across the country. Subpart E of Section 504 deals specifically with this mandate for institutions of higher education. While it does not require that special educational programming be developed for students with disabilities, it does require that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable accommodations in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students.

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact **please contact Mr. Shep Grinnan at 432-685-4505; e-mail address: sgrinnan@midland.edu** as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.
If you are an online student, you may send me questions via e-mail at any time. I will answer these questions on the first come first served basis. If you would like to meet with me to explain concepts please come to my office during the posted office hours or by appointment at other times. Please check your e-mail on a regular basis, at least once every other day. **When you e-mail me please let me know who you are and in which course you are enrolled (example: ECON 2301.WB1). Please follow this practice at all times.** Please note that we do not receive e-mails with Yahoo!, AOL, and Hotmail addresses.

**Drop Policy:** It is the student's responsibility to drop this course if circumstances develop that prevents his/her completion of the course. The instructor will not be allowed to drop a student for non-completing the course assignments.

**Instructor Information:**
Name:
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Office #:

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