



Syllabus: MGT124 Small Business Management

Course Information

Course Prefix/Number: **MGT124**
 Semester: **Spring18**
 Class Days/Times: **M,W 2:15pm-2:30pm**

Important Dates

Jan 16: first day of class
 Jan 16-19: Add without Instructor's signature
 Jan 22-26: Add with Instructor's signature
 Jan 26: Drop/Full refund Deadline
 Feb 19: Presidents day, College closed
 Mar 2: 45th day Census
 Mar 12-16: Spring Break
 Mar 30: Withdrawal Deadline
 May 4: last day of classes
 May 7-11: Finals Week

Credit Hours: 3
 Course Title: **Small Business Management**
 Room: **IWK 22**

Instructor Information:
 Name: **Neal M Wade**
 Text **520-403-0002 (txt only)**

Phone/Voice Mail: **520-383-0039**
 E-mail: **nwade@tocc.edu**
 Office location Ha-Mascamdam Ha-Ki 120
 Office hours: TBD

Course Description: Analysis of the practical problems of organizing, managing and starting a small business. Includes introduction and overview, selecting employees, forms of ownership, managing the business, business plan, pricing, managing cash flow, creating sales forecast, income statements, breakeven analysis, and sources of funds, international operations, contracts, risk, and international opportunities.

Course Objectives:

Students will learn about small business management and will be able to apply knowledge and skills upon completion of course.

Students will become familiar with Entrepreneurial processes

Students will develop small business management skills

Students will enhance the critical thinking and decision making skills.

Student Learning Outcomes (SLOs) : (Three to Six)

After completion of the course students will be able to

Discuss the world of small business as it exists in manufacturing, retailing, wholesaling, service, construction, and other fields.

2. Construct a workable business plan that includes marketing, financial, and operating sections.

3. Describe marketing strategies and alternative promotion options that enhance a small business' competitive edge.

4. Explain the principles of management and their application to the small business..

5. Identify various risk management strategies important to small businesses.

Course Structure:

This course will consist of Lecture, Discussion, Research, Development of a Business plan along with planning for various contingencies.

Texts and Materials: Small Business Management in the 21st Century: PDF file will be delivered by the instructor at the beginning of class.

Students will be required to bring to class a device that is connected to the Internet.

Evaluation and Grading & Assignments:

Attendance: 30% (300points or 10 points a day)

Group Presentations 20% (200 points)

Business Plan: 25% (250 pts)

Contingency Plan 25% (250 pts)

Himdag Cultural Component: Emphasis will be placed on Small Businesses in the Tohono O'Odham Nation along with the challenges faced.

Policies and expectations- minimally

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Participation and thinking are required!

Attendance is mandatory and consists of 30% of the grade. Tardy, more than 10 minutes late to class will receive half of the attendance point for that day.

All students are expected to complete their own work.

Students will be required to have read the text before class and be prepared for discussion.

Work is expected to be handed in on time. 1 points will be deducted for each day late and no work will be accepted one week past the due date.

All work will be submitted through Canvas. E-mailed work will not be accepted.

Plagiarism will result in a "0" score for that assignment and reported to the Dean

Student behavior will also be in accordance with the school's code of conduct.

Tohono O'odham Community College complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended. In addition, TOCC complies with other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. Students needing accommodations are encouraged to contact the Vice President of Student Services, at (520) 383-8401. For additional information, see the TOCC Student Handbook.

Course Outline:

- I. The role of small business
- II. How to plan and organize a business
- III. How to market goods and services
- IV. How to organize, manage and operate a business
- V. Basic financial planning and control.

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.