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## Syllabus: MGT124 Small Business Management

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### Course Information

Course Prefix/Number: **MGT124**

Semester: **Spring19**

Class Days/Times: T, Th 9-10:15am

**Important Dates**

First Day of Classes with Welcome/Blessing

Jan 14, 2019

Add without Instructor's signature Jan 14 -

18, 2019

Martin Luther King Jr. Day - College Closed

Jan 21, 2019

Add with Instructor's signature Jan 22 - 28,

2019

Drop/Full Refund Deadline Jan 29, 2019

President's Day - College Closed Feb 18,

2019

45th Day Census Feb 28, 2019

Spring Break Mar 11-15, 2019

Withdrawal Deadline Mar 29, 2019

Last Week of Classes/Final Exams May 6-

10, 2019

Final Grades Due May 14, 2019

Commencement May 17, 2019

Credit Hours: 3

Course Title: **Small Business**

**Management**

Room: IWK 23

<b>Instructor Information:</b> Name: <b>Neal M Wade</b> Text <b>520-403-0002 (txt only)</b>	Phone/Voice Mail: <b>520-383-0039</b> E-mail: <b>nwade@tocc.edu</b> Office location Ha-Mascamdam Ha-Ki 120  Office hours: TBD
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**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:**

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****Policies and expectations- minimally**

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.