Syllabus: MGT124 Small Business Management

Course Information

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<tr>
<th>Course Prefix/Number: MGT124</th>
<th>Credit Hours: 3</th>
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<tr>
<td>Semester: Spring17</td>
<td>Course Title: Small Business Management</td>
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<tr>
<td>Class Days/Times: M,W 2:15pm-3:30pm</td>
<td>Room: MB22</td>
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Instructor Information:

<table>
<thead>
<tr>
<th>Name: Neal M Wade</th>
<th>Phone/Voice Mail: 520-383-0039</th>
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<tbody>
<tr>
<td>Text 520-403-0002 (txt only)</td>
<td>E-mail: <a href="mailto:nwade@tocc.edu">nwade@tocc.edu</a></td>
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<td></td>
<td>Office location: Ha-Mascamdam Ha-Ki 120</td>
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<td>Office hours: TBD</td>
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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, 4 Quizzes, weekly homework, A business plan and PowerPoint presentation.

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

**Evaluation and Grading & Assignments:**
Attendance: 25% (200points or 10 points a day)
4 take home quizzes: 25% (200 points or 50 points per quiz)
Home Work: 25% (200 points or 50 points per assignment)
Presentation: 10% (80 points)
Business Plan: 15% (120 points)

**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**
Attendance: Mandatory and is 25% of the grade. Absences may be made up with a 300-500 summary of the chapter missed. You may make up 2 absences. Make up work must be submitted no later than the Monday immediately following the absence. Monday absences may not be made up.
Homework: All home is due the following Monday that it was assigned. Late homework will be assessed a 5 point penalty per late class session. Homework turned early will receive a 5 point bonus (up to 20 points)

Quizzes: Quizzes will be handed on Thursdays and will be completed and returned at the beginning of class the following Monday. Late Quizzes will be treated like late homework.

Business plan: Due Wednesday June 29, 2016. Late work will not be accepted

Presentation: Will be delivered on Thursday June 30 2016. Late work will not be accepted

ADA
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.