

**COURSE SYLLABUS
SMALL BUSINESS MANAGEMENT
BES118
SPRING 2014**

Professor: Ben Boutaugh

Office Location: Wheaton Hall, Room 313

Office Hours: : M/W 9:00-9:30 a.m.; W 4:30-5:30 p.m.; T/H 10:30-11:00 a.m. or by appointment with the professor

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****The Professor reserves the right to change this syllabus at any time.****

Course Description

An introduction to small business management, including the attitude, knowledge and skills needs to own and operate a small business. **Prerequisite:** None

Scope of Course

This Small Business Management course is a comprehensive study of the aspects unique to the small business. Items covered will include the start-up requirements, marketing, personnel, financial needs, and basic accounting requirements. Students will have the opportunity to cover, step by step, a small business from conception to reality.

Learning Outcomes

In today's competitive business environment, employers expect graduates to possess a certain skill set. The goal of the Business Division is to incorporate the following outcomes from each course:

- Critical thinking, problem solving and analytical skills
- Current technological skills
- Interpersonal skills and awareness
- Teamwork, team-building and project focus
- Knowledge of ethical and legal business behavior
- Awareness and respect for other perspectives
- Global awareness and respect for other perspectives
- Flexibility and adaptive to change
- Personal productivity and organizational skills
- Ability to understand your customer
- Understand process management

The goal of the Small Business Management course is for each student to develop an understanding of the basic business skills to operate a small business, including, risk taking, finance, marketing, and management. Also, the course provides students with the opportunity to:

- Analyze principles, techniques and major functions of management and business organizations
- Work independently and with others of diverse backgrounds
- Demonstrate proficiencies in reading, writing, listening, presentation and decision making
- Rationalize and present solutions to problems using business knowledge and knowledge from other academic disciplines
- Develop a sound ethical, philosophical and moral skill set necessary to succeed in business

Textbook

Business Management, Entrepreneurship and Beyond 5th Edition, T.S. Hatten, South-Western Cengage Learning 2012.

Access to the Internet is required. Middlesex Community College provides computer facilities that include access to the Internet, and access to Microsoft Office application software products. Students who do not have their own computers will find adequate facilities available for their use.

All students must have a Banner ID number to access college computer facilities. Instructions will be given in the efficient use of the extensive electronic library holdings.

All students may be required to complete other readings from periodicals, newspapers, and the Internet as a supplement to the required textbook readings.

Several hours per week of computer time are required for students to complete assignments prepare for online discussions.

Preparation and Study Time: You must prepare for each class by reading all assigned material and completing all homework activities prior to class. This course requires students to spend a significant amount of time outside of the classroom in individual and/or group study. At least one - two hours should be spent studying outside of the class for every hour spent in the classroom. Students who regularly prepare for class tend to successfully achieve their academic goals.

Online Participation:

Students should be able to do the following:

- Demonstrate reflective and critical thinking skills, which show the ability to ask necessary questions and critique exiting viewpoints, including their own.
- Offer a unique and relevant perspective on class discussion.
- Respond to existing discussions and begin new trends of discussion, advancing and extending the concepts and ideas of the class.
- Respond to opposing viewpoints and opinions.

Each student is expected to contribute meaningfully to online class discussions. The wide range of interests and experiences held by class members will reflect the diversity of today's business organizations. We can all learn more from each other than from the instructor alone. The professor will evaluate each student's participation and contribution to the class. Your grade for class participation will be based on the content and quality of participation (rather than frequency), and initiatives to enrich discussions. See online participation rubric.

Evaluation methods

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| Discussion Participation | 25% |
| Written Assignments | 50% |
| Paper | 25% |

100%

*Refer to Course Catalog pg. 39 for Grade points/Letter grade.

Final Grades will be determined by applying the percentages listed above to the graded work submitted to meet course requirements. All graded work returned to the student must be retained for the entire semester. In the event a student disagrees with the grade they EARNED and the grade that was RECORDED, the student must produce all graded work to support the contention that a grade was calculated incorrectly. Failure to produce all work graded/returned will result in the instructor's grade book to be considered accurate.

COLLEGE POLICY:

All policies are presented in the College Catalog.

Class Cancellation

In the event that the instructor cannot meet the class, every attempt will be made to inform students in advance. In the event of inclement weather, please refer to the radio or TV for announcements or call the college telephone number 860-343-5888. If you are outside the direct dialing area, call 1-800-818-5501.

Withdrawal

You may withdraw from this class any time before the end of the 11th week* of the semester. A completed and signed withdrawal form must be on file in the Records Office by the deadline in order to receive a "W" on your transcript. If you fail to complete this process on time, you will receive a letter grade at the end of the semester, which will include zeroes for any work not submitted. Course withdrawals may affect financial aid and veteran's benefits. Please make this decision carefully and with the help of your advisor. See the Academic Calendar and the College Catalog for specific dates and procedures regarding the withdrawal process."

** The withdrawal deadline for accelerated courses (late start/early end, winter, and summer) is the date at which 75% of the total course time has been completed.*

Incomplete

An Incomplete is a temporary grade assigned when course work is missing and the student agrees to complete the course requirements. An "I" will be given only for work unfinished because of illness, accident or other unavoidable absence and when the instructor determines that the student has a reasonable chance of successfully completing the required work.

A student will be issued an Incomplete ONLY if he/she makes direct contact with the instructor, prior to Final Exam Week and a written description of the work to be completed is signed by the student. A student will have ten weeks to make up an Incomplete. If the work is not completed within that period of time, the "I" will convert to an appropriate letter grade.

ADA Accommodations

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office. After disclosing the nature of the disability, students are urged to discuss their needs with individual instructors. This should be done at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.

Religious Accommodation

If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

Plagiarism and Academic Honesty

At Middlesex Community College, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees' Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees' Policy Manual. This Policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.

Both plagiarism and cheating are grounds for a student's immediate dismissal from the college.

Use of Computer Resources

All resources and facilities of Data Processing Labs, including computer classroom sites, are to be used solely for the legitimate and authorized academic and administrative purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to appropriate disciplinary action, including but not subject to criminal prosecution in accordance with Section 53a-250, et seq., of the General Statutes.

Online Course Etiquette

Online students shall following the following:

- Never post material that is not your own without properly citing.
- Never post harassing, threatening or embarrassing comments.
- Never post material that is harmful, abusive, sexually explicit, vulgar, offensive or potentially offensive.