

## Departmental Course Syllabus

**Business Department** \* Academic Instruction Center Suite 325    **Revision:** Fall 2009  
**San Antonio College** \* 1300 San Pedro Avenue \* San Antonio, TX 78212-4299

**Course Number and Title:** BUSG 2309 – Small Business Management

**Credit Hours:** 3

**Instructor:** Varies

**Office:** Varies

**Phone Number:** (210) 486-1414    **Fax:** (210) 486-1503

**E-mail:** Varies

**Web Address:** <http://www.alamo.edu/sac/business>

**Office Hours:** To be posted by the individual instructor.

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**I. Catalog Description:**

This is a course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

**II. Pre-requisites, co-requisites and other requirements:**

NONE

**III. Text and/or Other Requirements:**

*Small Business Management* 14<sup>th</sup> edition Longenecker, Thomson/South-Western Publisher

*Video: Small Business Management SAC 2006*

**IV. Methods of Instruction:**

- A. Lecture
- B. Videos
- C. Group Discussions

**V. Course Content:**

The student will describe important issues about small business; identify essential management skills required of a successful entrepreneur; and prepare a business plan.

**VI. Learning Outcomes:**

**Learning Outcome 1:** The student will be able to describe important issues about small business.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Describe on a written examination the role of small business in the economy.

2. Examine the problems and opportunities facing the small business manager or owner. This outcome will be assessed through a written examination.
3. Discuss on a written examination the various legal forms of ownership of small business.

**Learning Outcome 2:** The student will be able to identify essential management skills required of a successful entrepreneur.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Explore on a written examination various methods of planning for and organizing a small business.
2. Discuss on a written examination the various strategies and tactics for marketing goods and services in the small business environment.
3. Explain on a written examination the important role human resources plays in a business and how to maintain good human relations with employees.
4. Understand the critical decision areas of location, layout, purchasing, inventory management and quality control in the operations of a small business. This outcome will be assessed on a written examination and on homework assignments.
5. Define on a written examination key financial measurements and explain how to provide financial controls for the small business.
6. Describe on a written examination tools for managing business risk and identify legal issues affecting small business.

**Learning Outcome 3:** The student will be able to prepare a business plan.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Understand the need for a business plan in the start-up and continued management of a small business. This outcome will be assessed on a written examination.
2. Prepare a small business plan. The completed small business plan will be the assessment tool.

### **SCANS**

The following SCANS Skills will be taught in this course: acquires and evaluates information (C5), and interprets and communicates information (C7). Foundation skills included are: reading (F1), writing (F2), mathematics (F4), listening (F5), speaking (F6), problem solving (F9), seeing things in the mind's eye (F10), knowing how to learn (F11), reasoning (F12), responsibility (F13), self-esteem (F14), sociability (F15), self-management (F16), and integrity/honesty (F17).

**VII: Course requirements and grade computation:**

A. College Requirements:

1. A written comprehensive final examination, not to exceed three hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to post pone the examination. A student absent without permission from a final examination is graded “F”. Postponed examination result in a grade of “I”. The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an “F”. (San Antonio College Bulletin, Faculty Handbook – January 1995)

B. Departmental Requirement:

**Workload:** Students are responsible for reading and studying each chapter PRIOR TO class lecture and discussion of the chapter. **THIS IS VERY CRITICAL.** Your success in this class is dependent upon your continued commitment to maintaining a daily study time outside the classroom. You must stay current.

C. Instructor Requirements: Varies

**Grading Scale:**

A	=	90	-	100
B	=	80	-	89
C	=	70	-	79
D	=	60	-	69
F	=	Below 60		

**VIII: College Policies:**

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. “Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus.”  
College Academic Council – April, 1998
- C. ADA Statement: “As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347”
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to cheating on a text, plagiarism and collusion. For additional information refer to the “Student Code of Conduct”: in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance is required. A student absent for any reason is responsible for all work missed. Absences are recorded from the first day of class. A student absent the equivalent of two weeks of instruction, may be dropped by the instructor with a grade of “W.” Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard for each.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:  
ACCD DPS Emergency Phone (210) 222-0911  
ACCD DPS General Phone (210) 208-8099  
ACCD DPS Weather Phone (210) 208-8189 – (For information on college closures)

- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin.  
[www.accd.edu/sac/sacmain/schedule/SAC\\_Bulletin\\_05-06.pdf](http://www.accd.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf)

## **IX. Miscellaneous Information**

1. Retention Period For Student Work, Exams, etc:

Student papers and exams will be retained for one semester after the completion of the course.

2. Business Department

For degree plans, general syllabi outlines, and other information on your current course and faculty, please visit the Business Department website at: <http://www.alamo.edu/sac/business> or contact us at (210) 733-2700.

3. Business Computer Lab

The Business Computer Lab is a student lab that is open to any Business Department student majoring in any of the departments programs and/or taking any department course. For more information, please contact the BCL at (210) 785-6058 or visit us on the web at <http://www.alamo.edu/sac/business/lab>.