



North Central Kansas Technical College

Syllabus

Date Syllabus Filed: August 23, 2010

Instructor: Robert McCreight

Office Hours: 7:30-8:00 M-F **Office Phone:** 738-9070

Where to Leave Messages: On Office Phone or by E-Mail

Course Number: BMGT – 108 **Semester Credits:** 3

Course Title: Business Management / Entrepreneurship

Building: Computer Technology Building

Catalog Description: In this class students study the different forms of business entities, how to begin a business, and operate a business as an entrepreneur or manager. Important areas, covered in the setting up and operation of a small business includes: planning, organizing, controlling, strengths and weaknesses, site location, financing, human resources, and promotion. Entrepreneurs and managers from the business community assist students by allowing observations and speaking on their own business experiences. Field trips are taken to help students see managers and entrepreneurs' function in the business setting or guests are invited to speak about their business.

Required purchases(texts, supplies, etc): Cynthia L. Greene,
“Entrepreneurship, Ideas in Action,” 3rd Edition, ©2006, Thomson–Course
Technology Publishing Co., ISBN 0-538-44122-4

Reference Material: None

Method of Evaluation/Grades: _____
Daily Work – 40%; Tests – 35%; Final – 25%

Due Dates for Assignments: Due dates will be assigned for assignments as we complete the discussion of each chapter.

Date of Final Examination: Final Examination will be given at the conclusion of the semester.

Late Assignment Policy: Late assignments are not accepted unless prior arrangements are made with the instructor.

Attendance Policy: All students are expected to attend class. If you must miss a class, please notify the instructor before class time. All assignments are to be completed before excused absence.

Inclement Weather Policy: School dismissals and cancellations will be announced on KSVV 1190 and KDNS 94.1 or RAVE system.

EPA Standards: The college will comply with all Federal and State Standards in regard to OSHA and EPA Regulations. In most of the shops and labs, students either handle or produce hazardous waste materials. All faculty have received training on these standards. In addition, students will receive the following instruction in this course: proper disposal or recycling of printer cartridges.

Services For Students With Disabilities: Students, with either a permanent or temporary disability, who require accommodation for more than one week should request services by contacting the Student Services Office. Students requesting accommodations must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Contact, at least one month in advance, the Dean of Student Services (785) 738-2276 to make requests for accommodations.

Policy Regarding Academic Dishonesty: Academic dishonesty of any kind will not be tolerated while attending North Central Kansas Technical College. The examples of academic dishonesty are plagiarism, cheating, falsification or forgery of any assignments or examinations. Any student who participates in any form of academic dishonesty must accept the consequences of their actions. These consequences may include but are not limited to the following (a) verbal or written warning, (b) lowering of grade for assignment/activity, (d) failure of class assignment or exam.

Course Objectives:

- All Students will be able to identify Present and Past Entrepreneurs
- All students will be able to decide if Entrepreneurship is right for them
- All students will be able to identify business opportunities and set goals
- All students will work on their communications, math, and problem-solving skills
- All students will be able to define what an economy is
- All students will be able to understand the concept of cost
- All students will be able to understand governments roll in a market economy
- All students will be able to understand how to run an existing business
- All students will be able to understand how to own a franchise or start a business
- All students will be able to choose the legal form of a business
- All students will be able to understand why they need a business plan

- All students will be able to identify those items needed for a business plan
- All students will be able to create an effective business plan
- All students will be able to see the value of market research
- All students will be able to perform market research
- All students will be able to identify their competition
- All students will be able to put together a financial plan
- All students will be able to identify where to obtain financing for your business
- All students will be able to locate sources of insurance and protection for their business
- All students will be able to decide where to locate their business
- All students will be able to seek resources for purchasing equipment, supplies, and inventory.
- All students will be able to decide how to market their business
- All students will be able to decide how to hire and manage their staff
- All students will be able to decide how to set up their record keeping and accounting systems
- All students will be able to manage their financial information
- All students will be able to identify how to implement technology in their business
- All students will be able to meet their legal, ethical, and social obligations

Class Schedule / Outline:

Class 1:	(Aug 23) Chapter 1 pp. 1 – 23	Class 9:	(Nov 1) Chapter 9 pp. 212 – 241
Class 2:	(Aug 30) Chapter 2 pp. 24 – 53	Class 10:	(Nov 8) Chapter 10 pp. 242 – 269
Class 3:	(Sept 13) Chapter 3 pp. 54 – 77	Class 11:	(Nov 15) Chapter 11 pp. 270 – 291
Class 4:	(Sept 20) Chapter 4 pp. 78 – 103	Class 12:	(Nov 22) Chapter 12 pp. 292 – 315
Class 5:	(Sept 27) Chapter 5 pp. 104 – 127	Class 13:	(Nov 29) Chapter 13 pp. 316 – 337
Class 6:	(Oct 4) Chapter 6 pp. 128 – 153	Class 14:	(Dec 6) Chapter 14 pp. 338 – 361
Class 7:	(Oct 18) Chapter 7 pp. 154 – 185	Class 15:	(Dec 13) Business Plan Project Presentation
Class 8:	(Oct 25) Chapter 8 pp. 186 – 211		

Weekly Schedule:

6:00 – 6:45	Test over previous chapter:
6:45 – 6:55	Break
6:55 – 7:25	Lecture
7:25 – 7:30	Break
7:30 – 8:00	Lecture
8:00 – 9:00	Chapter Work and Projects