**COURSE SYLLABUS**

**COURSE TITLE**: BUSG 1315.501 Small Business Operations – Thursday HYBRID
9:30 - 10:45A.M.

 PC125

**SEMESTER/YEAR**: FALL 2020

**INSTRUCTOR**: Kasandra Lane

**Email**: klane@southplainscollege.edu

**OFFICE HOURS**: by appointment only

**COURSE**

**DESCRIPTION**: This course examines unique aspects of managing a small business. Topics address management functions, including how managers plan, exercise leadership, organize and control the operations of a business

**COURSE**

**GOALS**:

At the successful completion of this class, students will be able to:

• Discuss all aspects of operating a small business.

• Apply leadership and workplace relationship skills important in dealing with customer employee, and supplier issues.

• Know the legal issues of operating a small business.

• Identify successful marketing efforts that will enable a business to succeed.

• Complete a comprehensive business plan that will enable the business to secure adequate financing.

**I. TEXT**

SMALL BUSINESS MANAGEMENT: Launching & Growing Entrepreneurial Ventures, by

Longnecker, Petty, Palich & Hoy. Cengage Learning, 18th edition, 2014

**II. ATTENDANCY POLICY**

**Everything** begins with attendance. When you are absent you cannot participate, listen to classmates, or review for exams. Education is worthwhile, but an expensive investment in yourself; so get your money’s worth and show up! Punctual and regular class attendance is required of all students attending South Plains College. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable. Whenever absences become excessive and, in the instructor’s opinion, minimum course objectives cannot be met due to absences, the student will be withdrawn from the course. In addition, an instructor is required to initiate a student’s administrative withdrawal when the student has missed more than 4 CONSECUTIVE days, YOU WILL BE DROPPED (unless extenuating circumstances prevail).

**III. EXAM POLICY**

There will be FOUR exams, not including the final. There will be no make-up exams; however, your lowest exam grade will be dropped. The Final Exam is required and cannot be dropped. Exam format will be announced.

**IV.GRADING POLICY**

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| **Requirement** | **Percent of Grade** |
| Discussions | 20% |
| Mindtap Assignments  | 30% |
| Unit Exams | 30% |
| Final Exam (comprehensive) | 20% |

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| **Percent Equivalent** | **Grade** |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 60 | F |

* Weekly Discussion Posts: You will be required be required to complete three (3) discussion questions per week using Blackboard as assigned in accordance with the syllabus. Discussion questions are required to be posted NO later than midnight (Central Standard Time (CST)) on THURSDAY of the assigned week. Additionally, each student is required to reply to the responses of at least TWO other students no later than midnight (CST) on Sunday of the assigned week to engage and influence forward thinking, class involvement, and academic discussion.
	+ Initial Discussion Posts: These posts must be a minimum of 5-7 sentences in length. You must use textual evidence from your book to support your response in APA format.
	+ Response to Peers: These posts must be a minimum of 3-5 sentences to receive credit. Using phrases such as: Good Job! I agree! … do not count toward your minimum length requirement stated above.
* *MindTap Assignments*: Each week you will have multiple assignments that will be assigned to allow you to make a better connection to the chapter(s) that we cover in class. You will want to make sure you complete your chapter reading before beginning your homework in MindTap to help allow you to use your new knowledge based on your reading to help you complete your assignments.
* *Examinations*: the purpose of each exam will be to test the knowledge and understanding of the particular unit or units listed in the schedule.
* Grades will be based on students’ preparation and performance in class assignments, discussions, quizzes, participation/attendance, exams, and each mini project.

**V. OTHER INFORMATION**

1. Please turn off your cell phones upon entering the classroom.

2. Be respectful of others.

3. Contribute to classroom discussion without monopolizing. Give everyone a chance to participate.

4. Swearing in the classroom will not be tolerated. Stretch your vocabulary by using proper language to express yourself.

5. Please review your Student Guide. Especially sections: Classroom Conduct, Cheating and Plagiarism, and Disruptions.

**VI. SMOKING POLICY**

LISD policy prohibits smoking outside the building at all times. South Plains College is a tenant of LISD at the Advanced Technology Center; therefore, we must follow LISD policy when it comes to this matter. Thank you

**CAMPUS GUIDELINES - CHILDREN ON CAMPUS**

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.

**2. Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.

**3. Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

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| **AMERICANS WITH DISABILITIES ACT STATEMENT** “Students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in rooms 809 and 811, Reese Center Building 8, 806-716-4675.  |

TENATIVE SCHEDULE

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| ***1******Thursday******Aug 27th*** | **Introduction to BUSG 1315 Small Business Operations**Go over syllabus and tentative scheduleIntroduce Blackboard |
| ***2******Thursday******Sept 3rd*** | **Unit 1 and Unit 2**Discuss Ch. 1 -2 |
| ***3******Thursday******Sept 10th***  | **Unit 2** Discuss Ch. 3Review for Exam |
| ***4******Thursday******Sept 17th*** | **Unit Exam 1****Covering Chapters 1-3 TEST ONLINE** |
| ***5******Thursday******Sept 24th*** | **Unit 2 Continued**Discuss Ch. 4 -5 |
| ***6******Thursday******Oct 1st***  | Unit 3Discuss Ch. 6/7Review for Exam |
| ***7******Thursday******Oct 8th***  | **Unit Exam 2****Covering Chapters- 4-7 TEST ONLINE** |
| ***8******Thursday******Oct15th***  | **Unit 3 Continued**Discuss Ch 12 and Ch 14 |
| ***9******Thursday******Oct 22nd***  | **Unit 4 Continued**Discuss Ch 16 and 17Review for Exam |
| ***10******Thursday******Oct 29th***  | **Unit Exam 3****Covering Chapters 12,14,16-17** |
| ***11******Thursday******Nov5th***  | **Unit 5**Discuss Ch 19 -20 |
| ***12******Thursday******Nov 12th***  | **Unit 5 Continued**Discuss Ch 21 and 23Review for Exam  |
| ***13*** ***Thursday******Nov 19th***  | **Unit Exam 4****Covering Chapters 19-20,23- TEST ONLINE** |
| ***14******Thursday******Nov 26th***  | THANKSGIVING BREAK NO WORK |
| ***15******Thursday******Dec 3rd***  | REVIEW FOR FINALS  |
| ***16******FINAL DAYS*** | FINAL EXAM WILL OPEN ON DEC 7TH AND REMAIN OPEN UNTIL DEC 9TH –TEST ONLINE |

# ADDITIONAL INFORMATION

* Please keep phones turned off or silent during class and do not have them visible. The time to check email, messages or social media is not during class.
* Students are responsible for reading, understanding, obeying, and respecting all academic policies.
* There is no opportunity for extra credit.
* **No late assignments will be accepted, unless approved by instructor prior to deadline, approval must be given 72 hours before deadline.**
* The instructor holds the right to make adjustments to this syllabus and its contents in the best interest of the class and course objectives.
* Submitting the work of another student:
	+ First instance results in grade of a zero for that assignment
	+ Second instance results in an F for the term
	+ Extra credit or make-up possibilities: None

## Face Covering Course Syllabus Statement

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus

enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.