Syllabus

Course Title: Business Management / Entrepreneurship  
Course Number: BMGT – 108  
Semester Credits: 3  
Instructor: Darsey Offutt, MBA  
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Course 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, marketing and promotion.

Overall Course Homework and Participation Expectation  
This online course offers you the flexibility of working on your own during the week to complete course work. However, you must remain determined and disciplined to complete the work by the due dates. Although I will be unable to see you face to face to encourage and motivate you, I plan to be very active in the online classroom and I'm sure we will get to know each other well by the end of the semester.

Each week you will need to read the chapter information, identify what you need to take away from the readings in order to become involved in the chapter discussions with other students and myself. You will also need to be able to complete the end of chapter questions and exercises. Then, you will need to complete the open book exam at the end of each chapter/week. Finally, the last item will be an ongoing project of working on details of a Business Plan for a business you could potentially open. The business plan assignments will need to be completed each week. If you choose to open an actual business one day, these weekly business plan assignments should greatly help you!

Assignment Policy:  
All assignments, tests and class discussions will be due on the assigned due date by 11pm. Be sure to pay careful attention to all the assignment due dates. You can turn in weekly assignments before the due date, but not after. I will not accept late work on weekly assignments, tests or class discussions without a reduction in points possible. Homework will be graded and returned during the next week after it was assigned and tests will be graded and returned to the student upon completion of these tests. Please note that the time schedule is Central Standard Time, which may not be the time schedule that you are living in.

If extenuating circumstances arise and you are unable to turn in an assignment prior to the due date, please contact me to discuss possible arrangements. If you are having difficulties meeting a deadline, please communicate this as soon as possible. It is better to contact your instructor ahead of time rather than waiting until the night the assignment is due. I will be much more flexible if I am aware of the situation prior to the assignment due date.

Within the online classroom (Lecture-discussion forum), you will need to participate in occasional dialogue. The questions asked for the discussions are there to assist the dialogue. I expect you to answer the questions and then
respond to the other students' postings when required. Discussion is only beneficial if everybody participates. This will allow you to truly master the information within the course.

**Attendance and Participation Policy:**
All students are expected to participate in the online class through the Discussion Forum Folders set up in the Lesson Tab. Although the online format provides the student flexibility with classroom time, it still requires some time commitment for online classroom discussions.

To start, go to the Current week in the Lesson Tab. Discussion will take place in the Discussion Forum Folders. There will not be discussion posts due every week. If there is a discussion post due, it will be listed in your weekly instructions from me.

**Participation Grading**
All discussions will be graded based on the quantity and quality of discussion posts. Most discussion questions are a reflection of the chapter material. However, you will use critical thinking and your own experiences to answer most of the questions. Within the discussion forum, there are no wrong answers (right and wrong answers will be reserved for the weekly assignments and tests). Your thoughts and opinions will be respected in the classroom. Even if I don’t agree with what you are saying, you will not lose points. As long as your posts are well-thought out, differences of viewpoints will make for interesting classroom discussion. I may ask for additional information from you if your post is not substantial enough if I want to learn additional information from you.

**Questions and Additional Comments Folder**
In each weekly section, there is a folder labeled ”Questions and Additional Comments”. This folder is for any questions over the weekly chapter, assignments, or content. I will check it regularly throughout the week. If you have a question, you can e-mail me directly or post the comment in this forum.

**Method of Evaluation/Grades:**
Discussion Posts- 140 Points Possible (20 points possible for each post)
Weekly Assignments- 479 Points Possible (Varies by chapter)
Weekly Quizzes- 565 Points Possible (Varies by chapter)
Weekly Business Plan Assignments- 680 Points Possible (20 points possible for each question)

Discussions: Seven Discussion Forums throughout the semester
Weekly Assignments: end of chapter assignments (vocabulary builder and Review your Knowledge sections)
Weekly Quizzes: weekly Business Management/Entrepreneurship Tests
Weekly Business Plan Assignments: weekly Build Your Business Plan assignments

**Homework:**
Week One:
  - Ice Breaker Discussion Post
  - Weekly End of Chapter Assignment: Chapter One *Vocabulary Builder 1-6 Review Your Knowledge 7-18*
  - Weekly Business Plan Assignment: Build Your Business Plan # 1,2,3,4
  - Weekly Quiz: Chapter 1 Business Management/Entrepreneurship Test

Week Two:
  - Weekly End of Chapter Assignment: Chapter Two *Vocabulary Builder 1-10 Review Your Knowledge11-20*
  - Weekly Business Plan Assignment: Build Your Business Plan #1, 3, 4
  - Weekly Quiz: Chapter 2 Business Management/Entrepreneurship Test

Week Three:
  - Weekly End of Chapter Assignment: Chapter Three *Vocabulary Builder 1-12 Review Your Knowledge 13-22*
  - Weekly Business Plan Assignment: Build Your Business Plan # 2, 3, 4
  - Weekly Quiz: Chapter 3 Business Management/Entrepreneurship Test

Week Four:
  - Discussion Post
  - Weekly End of Chapter Assignment: Chapter Four *Vocabulary Builder 1-13 Review Your Knowledge 14-23*
  - Weekly Business Plan Assignment: Build Your Business Plan #1, 2, 5
Weekly Quiz: Chapter 4 Business Management/Entrepreneurship Test

Week Five:
Weekly End of Chapter Assignment: Chapter Five Vocabulary Builder 1-4 Review Your Knowledge 5-18
Weekly Business Plan Assignment: Build Your Business Plan # 2, 3, 4
Weekly Quiz: Chapter 5 Business Management/Entrepreneurship Test

Week Six:
Discussion Post
Weekly End of Chapter Assignment: Chapter Six Vocabulary Builder 1-11 Review Your Knowledge 12-23
Weekly Business Plan Assignment: Build Your Business Plan # 1, 4, 5
Weekly Quiz: Chapter 6 Business Management/Entrepreneurship Test

Week Seven:
Weekly End of Chapter Assignment: Chapter Seven Vocabulary Builder 1-11 Review Your Knowledge 12-26
Weekly Business Plan Assignment: Build Your Business Plan # 2, 3, 4
Weekly Quiz: Chapter 7 Business Management/Entrepreneurship Test

Week Eight:
Weekly End of Chapter Assignment: Chapter Eight Vocabulary Builder 1-7 Review Your Knowledge 8-20
Weekly Business Plan Assignment: Build Your Business Plan #1, 5
Weekly Quiz: Chapter 8 Business Management/Entrepreneurship Test

Week Nine:
Weekly End of Chapter Assignment: Chapter Nine Vocabulary Builder 1-10 Review Your Knowledge 11-23
Weekly Business Plan Assignment: Build Your Business Plan # 1, 2, 6
Weekly Quiz: Chapter 9 Business Management/Entrepreneurship Test

Week Ten:
Discussion Post
Weekly End of Chapter Assignment: Chapter Ten Vocabulary Builder 1-8 Review Your Knowledge 9-23
Weekly Business Plan Assignment: Build Your Business Plan #1, 5
Weekly Quiz: Chapter 10 Business Management/Entrepreneurship Test

Week Eleven:
Weekly End of Chapter Assignment: Chapter Eleven Vocabulary Builder 1-12 Review Your Knowledge 13-20
Weekly Business Plan Assignment: Build Your Business Plan # 5
Weekly Quiz: Chapter 11 Business Management/Entrepreneurship Test

Week Twelve:
Weekly End of Chapter Assignment: Chapter Twelve Vocabulary Builder 1-6 Review Your Knowledge 7-16
Weekly Business Plan Assignment: Build Your Business Plan (no assignment this week!)
Weekly Quiz: Chapter 12 Business Management/Entrepreneurship Test

Week Thirteen:
Discussion Post
Weekly End of Chapter Assignment: Chapter Thirteen Vocabulary Builder 1-7 Review Your Knowledge 8-19
Weekly Business Plan Assignment: Build Your Business Plan # 1
Weekly Quiz: Chapter 13 Business Management/Entrepreneurship Test

Week Fourteen:
Weekly End of Chapter Assignment: Chapter Fourteen Vocabulary Builder 1-6 Review Your Knowledge 7-22
Weekly Business Plan Assignment: Build Your Business Plan #2
Weekly Quiz: Chapter 14 Business Management/Entrepreneurship Test

Week Fifteen:
Discussion Post
Weekly End of Chapter Assignment: Chapter Fifteen Vocabulary Builder 1-9 Review Your Knowledge 10-21
Weekly Business Plan Assignment: Build Your Business Plan # 1, 2
Weekly Quiz: Chapter 15 Business Management/Entrepreneurship Test

Week Sixteen:
Wrap Up Discussion Post
**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 obligation

**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.

**Netiquette**
All students are expected to be courteous and respectful. Everyone must refrain from using sexist, racist or demeaning language. Differing opinions and beliefs are welcome and lead to great discussion and reflection, but rudeness and derogatory comments will not be tolerated. If disrespectful behavior is identified, you may be asked to withdraw from the course.

**Services for Students with Disabilities:**
Students, with either a permanent or temporary disability, who require accommodation(s) 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 Director of Learning Resources (785) 738-9020 to make requests for accommodations.