Welcome to Online Small Business Management 13. This is a Hybrid class which means that we will meet in class plus have online assignments. In order to be successful in this class please read all the information and follow the instructions mentioned below. Should you have any questions, please do not hesitate to contact the instructor at (818) 571-9995.

Class Meets on: 6/9, 6/11, 6/16, 6/18, 6/23, 6/25, 6/30, 7/2, 7/7 and 7/9

Time: 7:30 pm– 9:55 pm

Location: CSB 207

\*\*\*Textbook Required: “Small Business” by Ryan and Hiduke, 7th edition. ISBN 0-324-23343-8. Please obtain the textbook immediately as this is a 5-week class.\*\*\*

***Student Learning Outcome: Student will be able to construct, analyze and evaluate a business plan.***

Office hours: Mondays 4:00-4:40pm and Wednesdays 4:00Pm -4:40pm

Location: Instructional Building-faculty offices cubicle #19

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Reading | Assignments | **Due Date for all other Assignments** | Points |
| 1 | Chapter 1 | Read the Lecture Notes  Case Study #1  EOCQ | **7/11/07**  **7/11/07** | 15  10 |
| 1 | Chapter 2 | Read the Lecture Notes  *“Description of the Business”*  EOCQ | **7/11/07** | *20*  10 |
| 2 | Chapter 3 | Read the Lecture Notes  Case Study #2  EOCQ | **7/11/07**  **7/11/07** | 15  10 |
| 2 | Chapter 4 | Read the Lecture Notes  EOCQ | ***7/11/07*** | 10 |
| 3 | Chapter 5 | Read the Lecture Notes    “Product or Service”  EOCQ | **7/11/07** | *20*  10 |
| 4 | Chapter 6 | Read the Lecture Notes  “Market”  EOCQ  **CLASS MEETING**  **Test #1** | **7/11/07**  **6/25/08** | *20*  10  **50** |
| 4 | Chapter 7 | Read the Lecture Notes    EOCQ | **7/11/07** | 10 |
| 4 | Chapter 8 | Read the Lecture Notes  “Business Location”    EOCQ | **7/11/07** | ***20***    10 |
| 4 | Chapter 9 | Read the Lecture Notes  “Competition”  EOCQ | **7/11/07** | *20*  10 |
| 4 | Chapter 10 | Read the Lecture Notes EOCQBusiness Plan Presentations | **7/11/07**  **7/7/08** | 10 |
| 5 | Chapter 11 | Read the Lecture Notes “Management and Personnel” EOCQ    **Test #2** | **7/11/07**  **7/9/08** | *20*  10  **50** |
| 5 | Chapter 12 | Read the Lecture Notes “Financing”EOCQ | **7/11/07** | *20*  10 |
| 5 | Chapter 13 | Read the Lecture Notes  “Start-up Cost Sheet” *EOCQ* | **7/11/07** | *20*  10 |
| 5 | Chapter 14 | Read the Lecture Notes  *“Income Statement”* EOCQ | **7/11/07** | *20*  10 |
| 5 | Chapter 15 | Read the Lecture Notes  *“Balance Sheet”* EOCQ | **7/11/07** | *20*  10 |

Grading Structure

Case Studies 30 pts. (2 case studies @ 15 pts. ea. = 30 pts.)

End of Chapter Questions –EOCQ 150 pts. (15 chapters @ 10 pts. ea. = 150)

Test #1 50 pts.

Test #2 50 pts.

Business Plan: 200 pts. (10 sections @ 20 pts. ea. = 200 pts.)

Presentation of Business Plan 20 pts.

# Description of Business 20 pts.

Product or Service 20 pts.

# Market 20 pts.

Business Location 20 pts.

Competition 20 pts.

Management 20 pts.

Financing 20 pts.

Start-up Cost Sheet 20 pts.

Income Statement 20 pts.

Balance Sheet 20 pts.

---------------------------------------------------------------------------------------

# Total points 500 points

## Grading Scale

## Grade Points

A 500-450

B 449-400

C 399-350

D 349-300

F 299 and below

**Note: Each section of the business plan will be graded separately so it is important that you turn it in on time.**