

# Piedmont Technical College Course Syllabus

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## COURSE INFORMATION

**Course Prefix/Number:** MGT120

**Title:** Small Business Management

**Responsible Division:** Business, Information Technologies, and Public Service

**Last Day to Withdraw from this Course:** For the last date to withdraw from this course, consult the current *Student Calendar*.

### Course Description:

For course, credit hour, pre-requisite(s) and co-requisite(s) information, visit the Detailed Course Information page: [www.ptc.edu/courses/MGT120](http://www.ptc.edu/courses/MGT120).

### Textbook and Other Materials:

For textbook information and additional required and/or supplemental materials, visit the [college bookstore](http://www.ptc.edu/bookstore) (www.ptc.edu/bookstore).

### Proctored Examinations:

Proctored examinations for distance learning courses taken at non-PTC campuses may require a proctoring fee for each exam taken.

## COURSE POLICIES

Course policies are available online through the *Academic Catalog* and *Student Handbook*. Visit the [Course Policies page](http://www.ptc.edu/syllabus/policies) (www.ptc.edu/syllabus/policies) for a detailed list of important policies and more information.

### GRADE POLICY

Detailed grading policy information can be found on the [Grading Policy webpage](http://www.ptc.edu/grading-policy) (http://www.ptc.edu/grading-policy). Final grade appeal information is available in the [Academic Catalog](http://www.ptc.edu/catalog/) (http://www.ptc.edu/catalog/).

## **ACCOMMODATIONS**

### **Accommodations for ADA:**

Information is available on the [Student Disability Services webpage](http://www.ptc.edu/ada) (<http://www.ptc.edu/ada>).

## **TITLE IX HARASSMENT AND SEXUAL ASSAULT INFORMATION**

In accordance with Title IX of the Education Amendments of 1972, Piedmont Technical College does not discriminate on the basis of sex in its education programs or activities. Title IX protects students, employees, and applicants from sex discrimination in admissions and employment to include discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. More information regarding Title IX, including contact information for the Title IX coordinators, is available at [Title IX Harassment and Sexual Assault Information](https://www.ptc.edu/about/legal-disclosures/title-ix-harassment-and-sexual-assault-information) (<https://www.ptc.edu/about/legal-disclosures/title-ix-harassment-and-sexual-assault-information>).

## **RATIONALE**

### **Why do I need this course?**

In the nation as it is today, many businesses have begun, only to fail after a few years in operation. It has been determined that the high failure rate is due simply to poor planning and poor management skills. Every business student needs to have a general knowledge of the processes involved in starting a business or working for someone else. This course will teach the principles required for the entrepreneurship and management of opening and running a business.

## **PROGRAM INFORMATION**

For program information including required courses, program learning outcomes, gainful employment information and advisement information, refer to the Academic Program webpage. Go to [Academics](http://www.ptc.edu/academics) (<http://www.ptc.edu/academics>), select your program, and then select Credentials Offered.

## **COURSE STUDENT LEARNING OUTCOMES**

Upon successful completion of this course and/or clinical, each student will be able to:

- Describe the dynamic roles of small businesses, including forms of ownership and maintaining good governments relations and business ethics
- Explain how to plan and operate a business, including planning, organizing, and managing a small business and how to obtain the right financing for a small business
- Explain how to develop marketing, promotion, and distribution strategies
- Identify methods for obtaining and managing human resources and diversity in small businesses, including how to maintain positive relationships with employees
- Describe basic financial planning for a small business, including budgeting and controlling operations and taxes, risk management, insurance, and crime prevention.

## **GENERAL EDUCATION COMPETENCIES**

### **Piedmont Technical College General Education Competencies for All Graduates:**

*This course may address one or more of the following General Education Competencies (assessment will be stated when applicable):*

#### **Communicate effectively.**

Assessment:

Students will write a Business Plan for a small business. The plan will include planning, start up, structure and form, location, accounting, risk management, and business laws that apply to the business.

#### **Apply mathematical skills appropriate to an occupation.**

Assessment:

N/A

#### **Employ effective processes for resolving problems and making decisions.**

Assessment:

Students will complete exercises and quizzes regarding the decisions involved in planning, organizing, and running a small business.

**Demonstrate the basic computer skills necessary to function in a technological world.**

Assessment:

Students will use Microsoft Word to create a Business Plan for a small business.

*To validate proficiency in the general education competencies, students in some programs will be tested using Work Keys.*