

**Course Information**

**Course Title:** Financing a Small Business

**Course Number:** SBM 112

**Course Dates:** Friday, April 9 and Saturday, April 10, 2010

**Course Description:** Brief overview of the basics of financing a small business. Topics include sources of capital, types of business loans and maintenance of cash flow.

**Instructor Information**

**Instructor Name:** James J Campbell

**Instructor Contact Info:** 303-514-9096; [james.campbell@rrcc.edu](mailto:james.campbell@rrcc.edu) (I respond to emails and phone calls Monday through Friday, 9am-5pm, available by phone by appointment at other times)

**Office Hours:** By appointment

**Instructor Bio:** Bachelor of Science from Regis University in Finance and Accounting. Masters of Business Administration from Regis University in Finance. Doctor of Philosophy student at TUI University in Business Administration. Owner and Managing Principal with Highland Financial Network, LLC. Owner of RevJC.

**Required Texts**

*Financing Your Small Business*, by James E. Burk and Richard P. Lehmann, 1<sup>st</sup> Edition, ISBN 978-1-57248-553-2, Sphinx Publishing

### **Course Objectives**

Upon completion of *Financing a Small Business*, students will be able to:

- Evaluate the Process of Getting Started
- Analyze Estimation of Money Needs
- Evaluate the Importance of Planning
- Analyze Your Market and Your Competition
- Analyze Money Sources for Your Business
- Analyze Small Business Administration Programs
- Evaluate Your Money Attitude
- Evaluate the Process of Writing a Winning Loan Proposal
- Analyze How to Present Your Plan
- Review Guidelines for Finding Money for Your Small Business

### **Course Outline**

#### **Friday, April 9, 2010**

- I. Estimating Money Needs
- II. Equity Financing
- III. Debt Financing

**Required Reading (must be completed before class):** Chapters 2, 3 and 4

#### **Saturday, April 10, 2010**

- I. Securities Law
- II. Licensing and Franchising
- III. Friends, Angels and VC Sources
- IV. Presenting Loan and Financing Proposals

**Required Reading (must be completed before class):** Chapters 5, 6, 7 and 8

**Evaluation Methods**

**Class Projects (Friday, November 06, 2009): 21 points**

**Exam (Friday, November 06, 2009): 20 points**

**Class Projects (Saturday, November 07, 2009): 40 points**

**Exam (Saturday, November 07, 2009): 19 points**

**TOTAL POINTS: 100**

**Grading Policies**

**Letter Grade/Percentile:**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 0-59

**Incompletes**

Incompletes will not be issued. Students will have a one-week make-up period from the class missed and any work not completed by that date will result in a zero for the project and/or exam. Final grades will then be computed based on projects and exams completed at the one week deadline.

**General Policies**

**Registration/Withdrawal Student Responsibility**

It is the responsibility of the student to complete all required registration/withdrawal requirements, including the purchase of books. Specific dates, requirements, and information are available at [www.rrcc.edu](http://www.rrcc.edu). Not withdrawing within the proper time limit will cause the student to receive a letter grade based upon his/her current standing in the class at the end of the course session.

### **Academic Integrity**

At RRCC, academic integrity is the ethical foundation upon which the academic community pursues professional, administrative and scholarly endeavors. Everyone associated with the college's academic community has a responsibility for establishing, maintaining and fostering understanding and respect for academic integrity. Following are some principles associated with academic integrity to which we expect students to adhere:

- Assume responsibility and take credit only for the words and/or ideas in an academic exercise that are expressly one's own.
- Use information, computer programs, disks, another student's work, study aids, and/or other materials only when allowed by the instructor.
- Remove materials from the library, labs and other college facilities only when an official representative of the college grants permission.
- Use copyrighted materials only with permission.
- Refuse to help another commit an act of academic dishonesty.

Academic dishonesty is the intentional act of fraud when an individual claims credit for the work of another, uses unauthorized materials, or fabricates information in any scholarly exercise. Academic dishonesty also includes, but is not limited to, forging educational documents, damaging or destroying the works of another, or assisting others in acts of academic deception. If you are aware of an incident of academic dishonesty, please report the occurrence to a faculty member, department chair or administrator. Those committing academic dishonesty will be subject to disciplinary action, failing the assignment or course and/or being expelled from the college.

### **Learning or Physical Disability**

If you have a learning or physical disability that will require special accommodations, please notify me at the beginning of the first class.

### **Student Grievances**

Please consult the Student Handbook.