

**RED ROCKS COMMUNITY COLLEGE  
COURSE SYLLABUS**

**Course Information:**                    **Financing a Small Business, SBM112**

**Instructor:**                         **James J. Campbell**  
**Phone:**                                **303-514-9096**  
**Office Location:**                    **Off-campus**  
**Office Hours:**                       **By appointment**  
**E-mail:**                                 **james.campbell@rrcc.edu**

**Course Meetings:**            *Friday, April 7, 2017, 5pm to 10pm*

*Saturday, April 8, 2017, 8am to 5pm*

**Instructor Absence: In the event of an instructor absence, class cancellation, or school closing, information will be posted on the NEWS section of the course on D2L.**

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

**Textbook:**                            Get your business funded, by Steven D. Strauss, ISBN 978-0-470-92811-0  
**Note: Purchase the book before the Friday night class as there is reading required before class.**  
Calculator  
Pencils with erasers

**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

**Assignments/Grading:**

The following is an outline of chapters and subjects to be covered. As this course is in an accelerated form, we will be advancing at a rapid pace. This outline indicates the chapters to read, the individual assignments, and final assessment/test.

**In-Class discussions (10 points):** Discussions are designed to support course content. There will be at least three discussion questions that you are asked to respond to individually and then to respond to your classmates feedback with comments and opinions. Discussion questions are part of in-class activities.

**Individual assignments/test (90 points):** The assignments in the course are designed to assess your knowledge and comprehension of the material.

**Evening One - Friday**

**Required Reading**

- Chapters 1 through 9 will be covered in the first class. Please read prior to class so you are prepared to work through exercises related to this material and the financial concepts discussed.

## **Assignment**

- 1<sup>st</sup> assignment - submit by end of class – 20 points

## **Day Two - Saturday**

### **Required Reading**

- Chapters 10 through 23 will be covered in the second class. Please read prior to class so you are prepared to work through exercises related to this material and the financial concepts discussed.

### **Assignments**

- 2<sup>nd</sup> assignment – submit in class – 20 points
- 3<sup>rd</sup> assignment – submit by the end of class – 20 points
- Final Project/Test – 30 points

## **Student/Instructor Expectations:**

**Student Behavior:** Please keep in mind that appropriate classroom behavior is expected in online courses as with in-classroom sessions. If your behavior is disrespectful or disruptive to me or to your fellow students, it will not be tolerated.

Cheating, including plagiarism, will not be tolerated, and discipline will range from a 0 for the assignment to expulsion from this class, at my sole discretion. Any suspicion of cheating will be forwarded to the Vice President of Students. See the Student Code of Conduct in the Student Handbook for additional information on student conduct.

**Diversity Statement:** Red Rocks Community college is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, or sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law. Please direct discrimination inquiries to: Red Rocks Community College, Attention: Bill Dial, 13300 W. 6<sup>th</sup> Avenue, Lakewood, CO 80228-1255, 303-914-6298, bill.dial @rrcc.edu.

**ADAAA (Americans with Disabilities Act Amendments Act of 2008) and Section 504 of the Rehabilitation Act of 1973:** Red Rocks Community College is committed to access for students with disabilities. If you are a student with a disability and need assistance or are interested in requesting accommodations, please contact Accessibility Services. Faculty are not obligated to provide accommodations without proper notification by Accessibility Services and accommodations are not retroactive. Students may contact the Access staff by telephone or email to make an intake appointment at 303-914-6733, 720-372-1591 (VP) or [Accessibility Services access@rrcc.edu](mailto:access@rrcc.edu). Accessibility Services is located in Suite 1182 at the Lakewood campus. More information is available at the [Accessibility Services website: www.rrcc.edu/accessibility-services](http://www.rrcc.edu/accessibility-services). Revised January 2017

**MANDATORY REPORTING STATEMENT:** Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator: D. **Arnie Oudenhoven, Executive Director of Human Resources/Title IX Administrator, 303-914-6298** or [Arnie Oudenhoven \(arnie.oudenhoven@rrcc.edu\)](mailto:arnie.oudenhoven@rrcc.edu)

Reports to law enforcement can be made at the Red Rocks Campus Police Department behind the Welcome Desk at the Main Entrance or [RRCC Dispatch \(rrpd.dispatch@rrcc.edu\)](mailto:rrpd.dispatch@rrcc.edu) at 303-914-6394.

If you would like a confidential resource, please contact **Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Administrator, 303-914-6224** or [Deborah Houser \(deborah.houser@rrcc.edu\)](mailto:deborah.houser@rrcc.edu)

Further information may be found on the college [Human Resources website: http://www.rrcc.edu/human-resources/sexual-misconduct](http://www.rrcc.edu/human-resources/sexual-misconduct).

**STUDENT HANDBOOK:** The [RRCC Student Handbook](http://www.rrcc.edu/student-life/handbook) is your most current source of dates, resources, contacts, and policies: <http://www.rrcc.edu/student-life/handbook>.